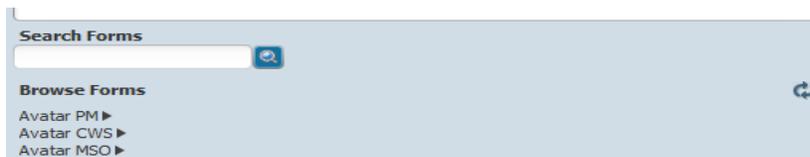


AVATAR – POST STAFF ACTIVITY LOG (PSAL)

The purpose of this desk reference is to provide guidance in how to enter using the Post Staff Activity Log.

Menu Path

Avatar PM>Appointment Scheduling>Post Staff Activity Log or you can enter “Post Staff Activity Log” under Search Forms

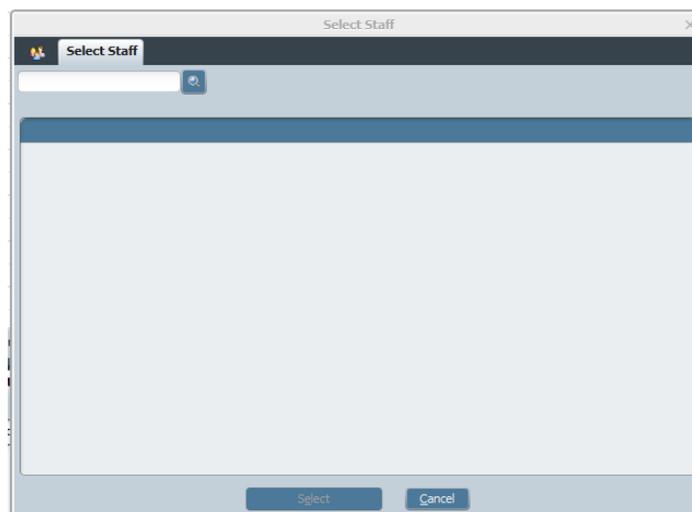


Details

- Use this option to input all indirect services for a selected staff member, date and site. Once filed, these charges are posted for services rendered.

Steps

- Enter the staff name or Practitioner ID #. Click OK



- In the Appointment Date field, enter the date entry is required for. T (Today) / Y (Yesterday) or a date can be entered.
- In the Appointment Site field, select the appointment site.

The screenshot shows the 'Post Staff Activity Log' interface. At the top left, there is a user profile for 'TEST, PRACTITIONER (000001)' with the role 'ADMH Specialist' and phone number '530-666-8533'. Below this is a navigation menu with 'Post Staff Activity Log', 'Appointments', and 'Group Members'. The 'Appointments' tab is selected. The main form area contains:

- 'Appointment Date' field with a date picker set to '08/25/2015' and buttons for 'T' (Today) and 'Y' (Yesterday).
- 'Appointment Site' dropdown menu with options: 'DAVIS 600 A ST', 'MDIC', 'RISE', 'WEST SACRAMENTO 500 JEFFERSON BLVD', and 'WOODLAND 137 N. COTTONWOOD' (highlighted).
- Three input fields for 'Staff Time Scheduled (In Minutes)', 'Staff Time Posted (In Minutes)', and 'Remaining Staff Time (In Minutes)'.
- A 'Print Activities' button.

 A 'Submit' button and several icons are visible in the left sidebar. An arrow points from the 'Appointments' tab in the sidebar to the 'Appointment Date' field.

- Click the 'Appointments' Tab
- All appointments scheduled through the appointment scheduler still requiring a note will appear. They can either be deleted or adjusted appropriately. Once the submit button is clicked, everything listed will become a service. Services requiring a note will appear on the To-Do list
- If appointments are deleted, they will be removed from the scheduling calendar as well.

This screenshot shows the 'Add New Item' form for an appointment. The 'Appointments' table at the top contains one entry:

Start ...	Duration (Minutes)	Service Code	Group	Client	Pro...	Additional Service Info
	90	Triage Services-Non Client (Y99...			Wo...	

 Below the table are buttons for 'Add New Item', 'Edit Selected Item', and 'Delete Selected Item'. The form fields include:

- 'Start Time' with a time picker set to 'Current'.
- 'Duration (Minutes)' field set to '90'.
- 'Program' dropdown set to 'Woodland Clinic MH'.
- 'Service Code' dropdown set to 'Triage Services-Non Client (Y9956)'.
- 'Appointment Status' dropdown set to 'Scheduled'.
- 'Group' and 'Client' input fields.
- 'Episode' dropdown.
- 'Location' dropdown set to 'ADMH CLINIC'.
- 'Notes/Remarks' text area.
- 'Co Staff Member' input field.
- '# Of Clients' input field.
- 'Co Staff Member: Duration (Minutes)' input field.

 The left sidebar is identical to the previous screenshot, with the 'Appointments' tab selected.

1. In the Appointments table, click Add New Item.
2. Enter the Appointment Start Time, and Duration.

3. Enter the Service Program; the location will automatically populate to HHSA Clinic
 4. Enter the Service Code, and select the appropriate service code from the list of matches.
 If editing an existing appointment, an individual service code cannot be replaced with a group service code, and vice versa.
 5. Select the Appointment Status from the drop down list.
 6. Enter other information as appropriate.
 7. When complete click on Submit.
- Confirm entries are correct by viewing the Practitioner Daily Transactions report located at CWS>Reports>Practitioner Daily Transactions



County of Yolo
Alcohol, Drug and Mental Health Services

Daily Transactions
PRACTITIONER TEST (000001)

Tuesday, August 25, 2015

Indirect Services

<u>MR# - Name</u>	<u>Epi</u>	<u>Episode/ Service Program</u>	<u>Service</u>	<u>Minutes</u>	<u>Note</u>
N/A		Woodland Clinic MH	Y9956 - Triage Services-Non Client	60	N/A

Indirect Minutes: 60

Total Minutes: 60