INNOVATION AND TECHNOLOGY SERVICES DEPARTMENT	(County of Yolo seal)	**AVATAR SYSTEM ADMINISTRATION**

USER DESK REFERENCE

Primary Service Code corrections to Progress Notes

The purpose of this desk reference is to provide guidance on how to change primary Service Codes in finalized Progress Notes (Group and Individual). Such corrections may be frequent during the adjustment phase of the Payment Reform implementation (July 2023) as staff become accustomed to the new codes. These corrections can only be completed by Avatar users with the permissions to access the Edit Service Information form where these corrections will be made.

Menu Path

1. Use Menu path: Avatar PM > Services > Outpatient Services > Edit Service Information or enter "Edit Service Information" under Search Forms:

Details

1. The Progress Note requiring correction must be in Final status to make corrections using Edit Service Information.

2. The service must be in an Open status before proceeding with a correction. See Checking Open Status desk reference for instruction on determining service status.

3. These instructions are for changing a primary Service Code only. For changes to Add-on Service Codes please see Add-on correction desk reference.
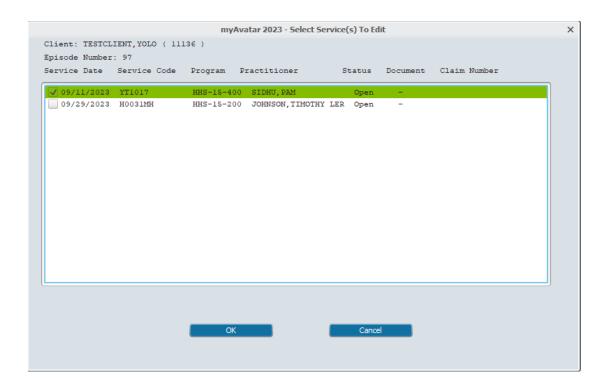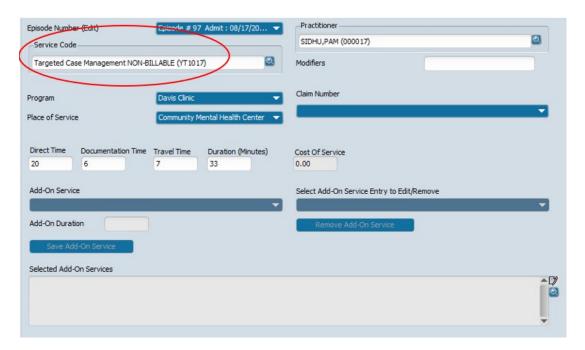
Steps

➢ Open the Edit Service Information form.

1. Enter the "Client ID", select the "Episode Number" and enter the "Service Start Date" then click "Select Service(s) To Edit"

2. A pop-up box with your selections will appear, place a checkmark in the box on the note you want to correct then click "OK."

myAvatar 2023 - Select Service(s) To Edit

Client: TESTCLIENT, YOLO (11136)

Episode Number: 97

Service Date	Service Code	Program	Practitioner	Status	Document	Claim Number
✓ 09/11/2023	YT1017	HHS-15-400	SIDHU,PAM	Open	-	
☐ 09/29/2023	H0031MH	HHS-15-200	JOHNSON,TIMOTHY LER	Open	-	

OK   Cancel

3. Upon making your selection, the note details (Service Code, Program, Place of Service and Times) will autofill. Replace the incorrect Service Code with the correct Service Code.

4. If no further changes are needed, click Submit.