



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:

| Name | Menu Path |
|--------------------------|--|
| Edit Service Information | Avatar PM / Services / Outpatient Services |

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”

TESTCLIENT, YOLO (000011136)
Preferred Name: George
Personal Pronouns: He/Him/His
F, 11, 03/13/2012

Ep: -
Problem P: -
DX P: -
Phone #: 530-666-6666

Edit Service Information

Edit Service Information

Submit

Client ID
TESTCLIENT, YOLO, (11136)

Service Start Date
09/01/2023

Service End Date

Episode Number
Episode # 97 Admit : 08/17/2022 Discharge : None Program : 1...

Service Selection Default
 All None

Select Service(s) To Edit

Episode Number (Edit)

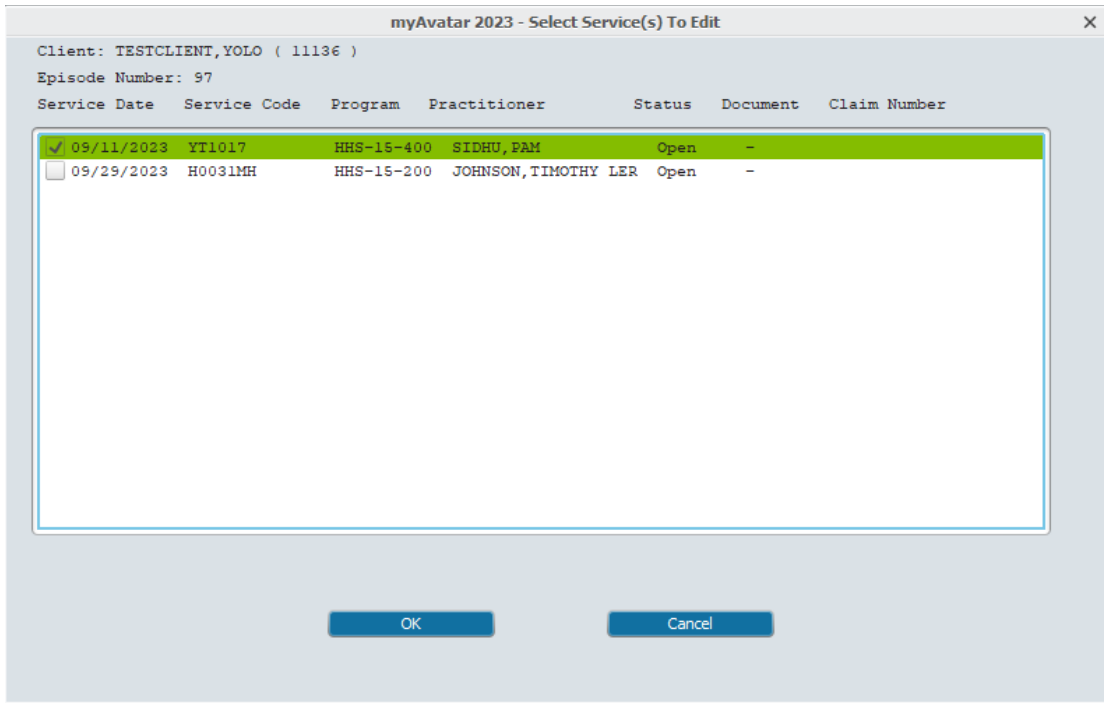
Service Code

Practitioner

Modifiers

Online Documentation

- 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.”



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.

Episode Number (Edit): Episode # 97 Admit : 08/17/20...

Practitioner: SIDHU, PAM (000017)

Service Code: Targeted Case Management NON-BILLABLE (YT1017)

Modifiers:

Program: Davis Clinic

Place of Service: Community Mental Health Center

Claim Number:

Direct Time: 20 | Documentation Time: 6 | Travel Time: 7 | Duration (Minutes): 33 | Cost Of Service: 0.00

Add-On Service:

Add-On Duration:

Save Add-On Service

Remove Add-On Service

Selected Add-On Services:

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

The screenshot shows a web application interface for editing service information. At the top, there is a header with client information: **TESTCLIENT, YOLO (000011136)**, Preferred Name: George, Personal Pronouns: He/Him/His, and F, 11, 03/13/2012. To the right, there is a summary of the episode: **Ep: 97 : 1-HHSA MH EPISODE**, Problem P: -, DX P: F12.10 Cannabis use disor, and Phone #: 530-666-6666.

The main content area is titled **Edit Service Information**. On the left, there is a sidebar with a **Edit Service Information** button and a **Submit** button circled in red. Below the sidebar are several icons for actions like adding, deleting, and favoriting.

The main form contains the following fields and controls:

- Client ID:** TESTCLIENT,YOLO, (11136)
- Service Start Date:** 09/01/2023
- Service End Date:** (empty)
- Episode Number:** Episode # 97 Admit : 08/17/2022 Discharge : None Program : 1...
- Service Selection Default:** All
- Practitioner:** SIDHU,PAM (000017)
- Modifiers:** (empty)
- Episode Number (Edit):** Episode # 97 Admit : 08/17/20...
- Service Code:** (empty)

At the bottom left, there is a link for **Online Documentation**.