Episode corrections to Progress Notes

The purpose of this desk reference is to provide guidance on how to change episodes in finalized Progress Notes (Group and Individual). 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. If the service is not in an open status do not proceed, contact the HHSA Fiscal department.
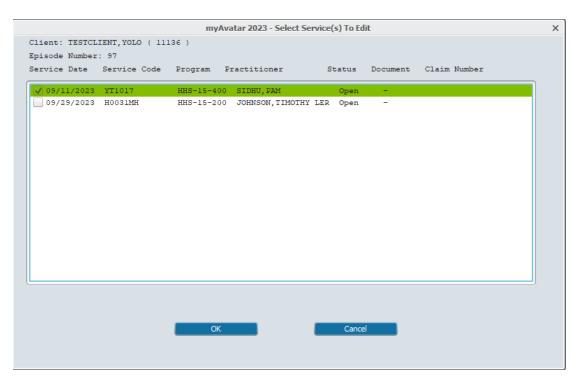
Steps
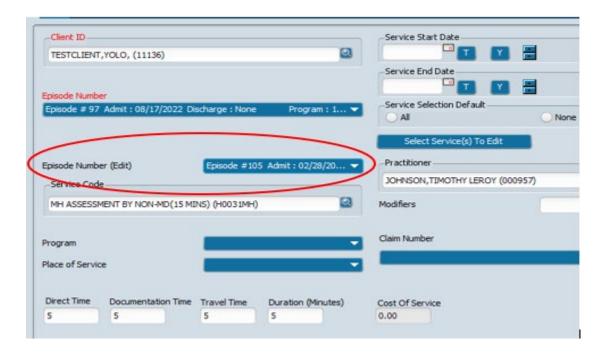
➢ Open the Edit Service Information form.

1. Enter the "Client ID", select the "Episode Number" in which the note was filed 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."

3. Upon making your selection, the note details (Service Code, Program, Place of Service, Times) will autofill. In the Episode Number (Edit) drop down select the correct episode the note is to be filed in.

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