



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:

The screenshot shows a search interface with a text box containing 'edit service information' and a magnifying glass icon. Below the search box is a table with two columns: 'Name' and 'Menu Path'. The table has one row with the following data:

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. If the service is not in an open status do not proceed, contact the HHS 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”

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

Client ID: TESTCLIENT, YOLO, (11136)

Service Start Date: 09/01/2023

Service End Date: [Date Picker]

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

Service Selection Default: All None

Select Service(s) To Edit

Practitioner: [Text Field]

Modifiers: [Text Field]

Submit

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.”

myAvatar 2023 - Select Service(s) To Edit

Client: TESTCLIENT, YOLO (11136)
 Episode Number: 97

Service Date	Service Code	Program	Practitioner	Status	Document	Claim Number
<input checked="" type="checkbox"/> 09/11/2023	YT1017	HHS-15-400	SIDHU, PAM	Open	-	
<input type="checkbox"/> 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, Times) will autofill. In the Episode Number (Edit) drop down select the correct episode the note is to be filed in.

The screenshot shows a web-based form for entering service information. The 'Client ID' field contains 'TESTCLIENT, YOLO, (11136)'. The 'Episode Number' dropdown is currently set to 'Episode # 97 Admit : 08/17/2022 Discharge : None Program : 1...'. A red circle highlights the 'Episode Number (Edit)' dropdown, which is currently showing 'Episode # 105 Admit : 02/28/20...'. Below this, the 'Service Code' is 'MH ASSESSMENT BY NON-MD(15 MINS) (H0031MH)'. The 'Program' and 'Place of Service' are also dropdown menus. At the bottom, there are input fields for 'Direct Time', 'Documentation Time', 'Travel Time', 'Duration (Minutes)', and 'Cost Of Service', all with a value of '5' or '0.00'. On the right side, there are fields for 'Service Start Date', 'Service End Date', 'Service Selection Default' (radio buttons for 'All' and 'None'), 'Practitioner' (JOHNSON, TIMOTHY LEROY (000957)), 'Modifiers', and 'Claim Number'.

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

This screenshot shows the same service entry form as above, but with a red circle around the 'Submit' button in the left-hand navigation pane. The 'Client ID' is 'TESTCLIENT, YOLO (000011136)'. The 'Preferred Name' is 'George' and 'Personal Pronouns' are 'He/Him/His'. The 'Ep: 97 : 1-HHSA MH EPISODE' and 'Problem P: -' are visible. The 'DX P: F12.10 Cannabis use disor' and 'Phone #: 530-666-6666' are also present. The 'Edit Service Information' tab is active. The 'Episode Number' dropdown is now set to 'Episode # 97 Admit : 08/17/2022 Discharge : None Program : 1...'. The 'Episode Number (Edit)' dropdown is also set to 'Episode # 97 Admit : 08/17/20...'. The 'Service Code' is empty. The 'Practitioner' is 'SIDHU, PAM (000017)'. The 'Submit' button is highlighted with a red circle.