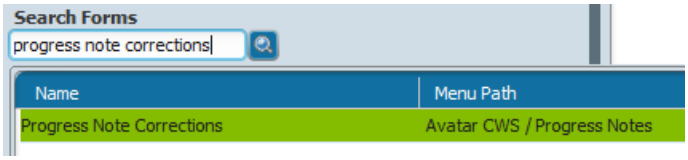
Add-On corrections to Progress Notes

The purpose of this desk reference is to provide guidance on how to add, remove or edit Add-On codes for a Finalized Progress Notes (Group and Individual). These corrections can only be completed by Avatar users with the permissions to access the Progress Note Corrections form.

Menu Path

1. Use Menu path: Avatar CWS > Progress Notes > Progress Note Corrections or enter "Progress Note Corrections" under Search Forms:



Details

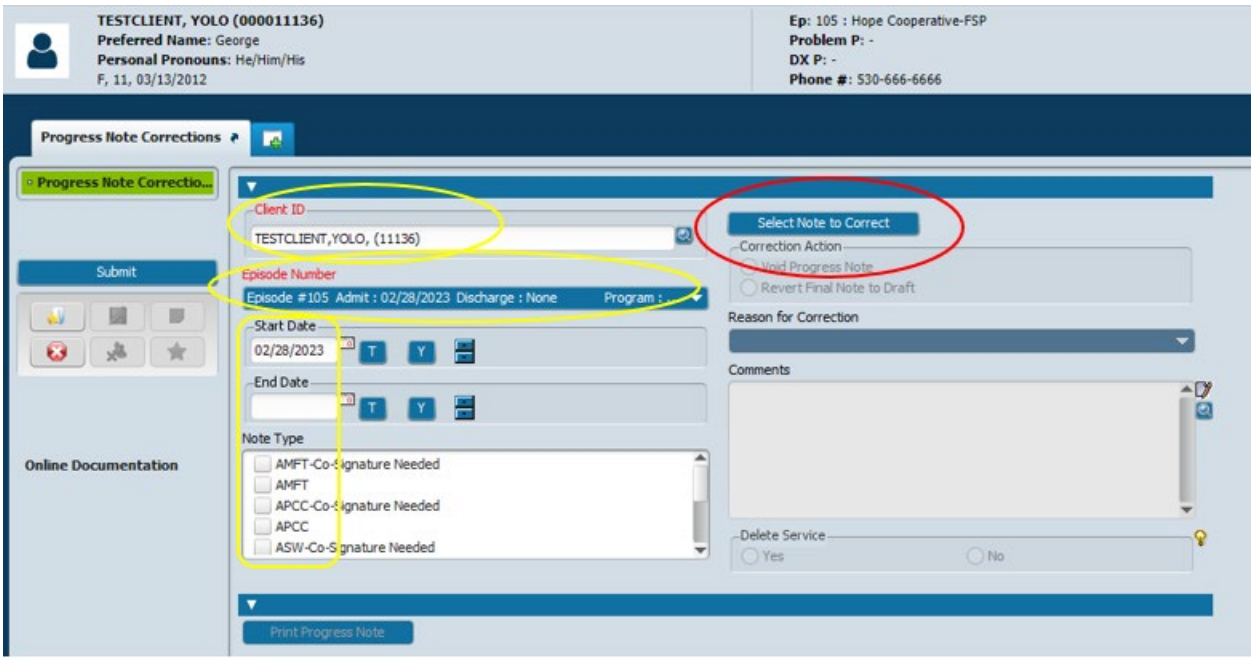
1. The Progress Note requiring correction must be in Final status to make corrections using the Progress Note Corrections form.

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.

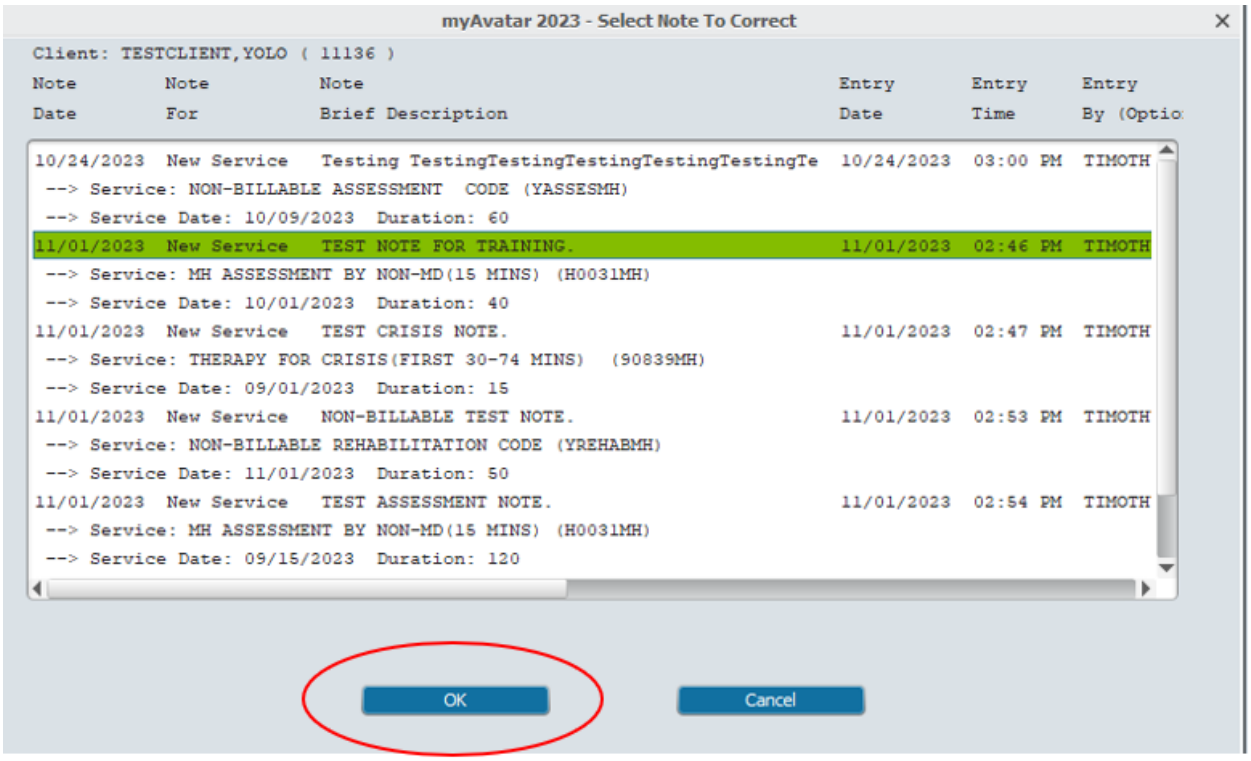
Steps

- Open the Progress Note Corrections form.

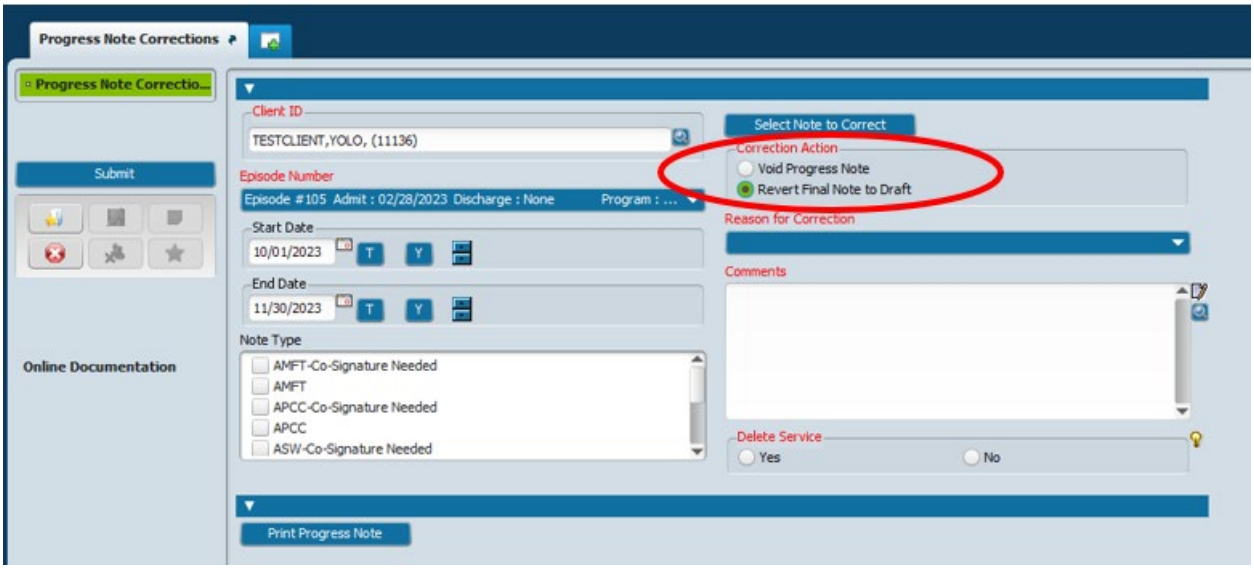
1. Enter the "Client ID" and select the "Episode Number" in which the note was filed. The Start Date will auto populate with the start of the episode date. To narrow the search results the Start Date can be changed. This date is based on the date the note was started by the provider, NOT the Date of Service. If desired, enter an End Date and click on applicable Note Types. Click on Select Note to Correct button.



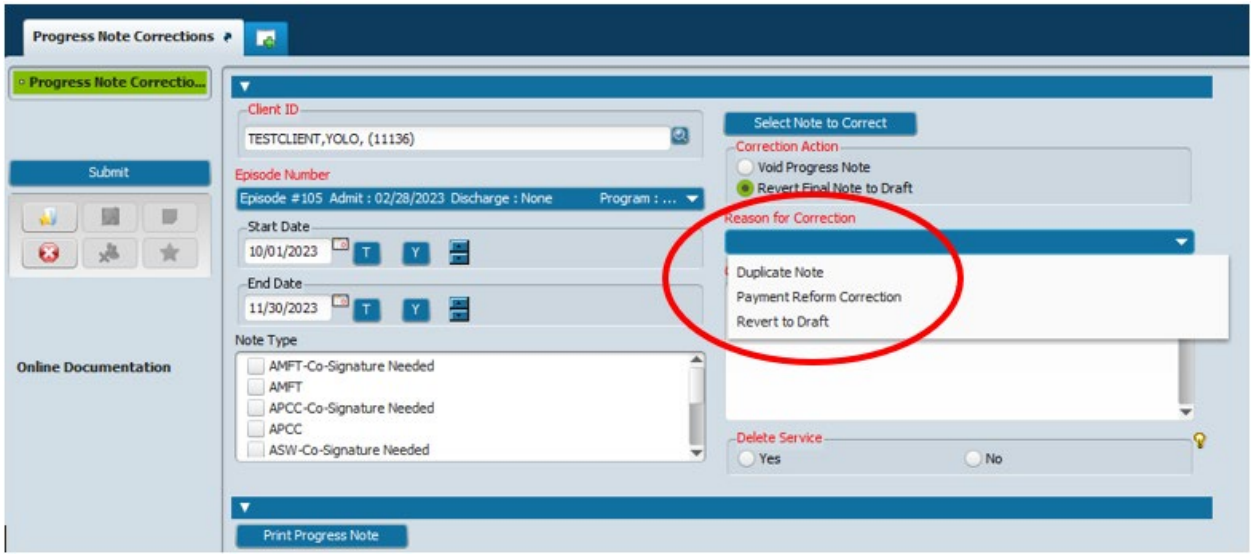
2. A pop-up box with your selections will appear, click on the line item of the Note you want to correct and then click "OK."



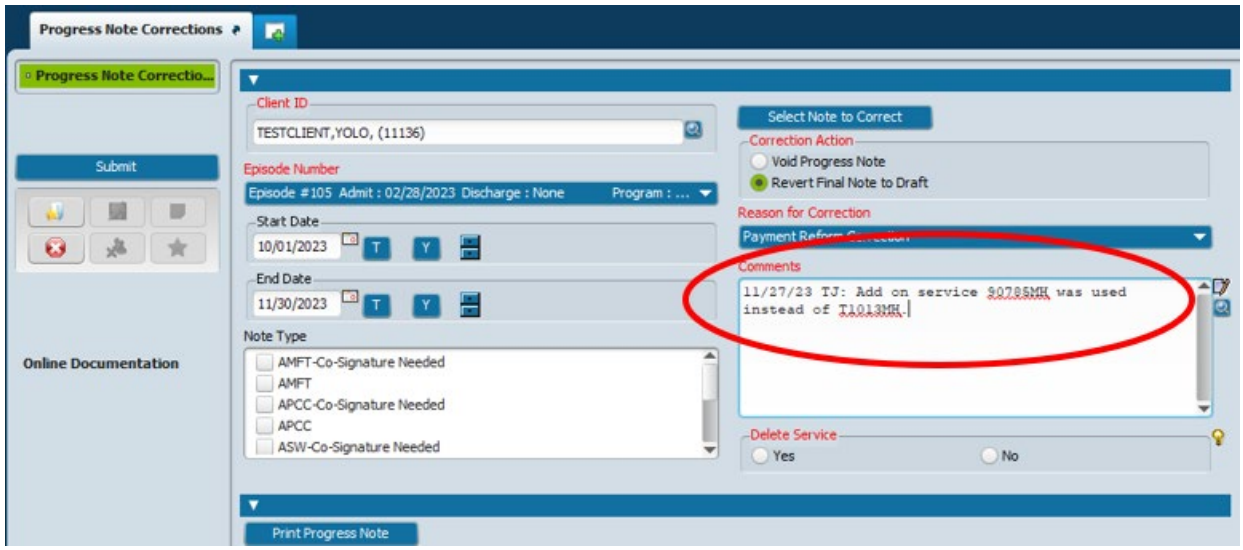
3. Upon making your selection, the Correction Action, Reason for Correction, Comments and Delete Service fields will become mandatory (turn red). In the Correction Action field click on Revert Final Note to Draft.



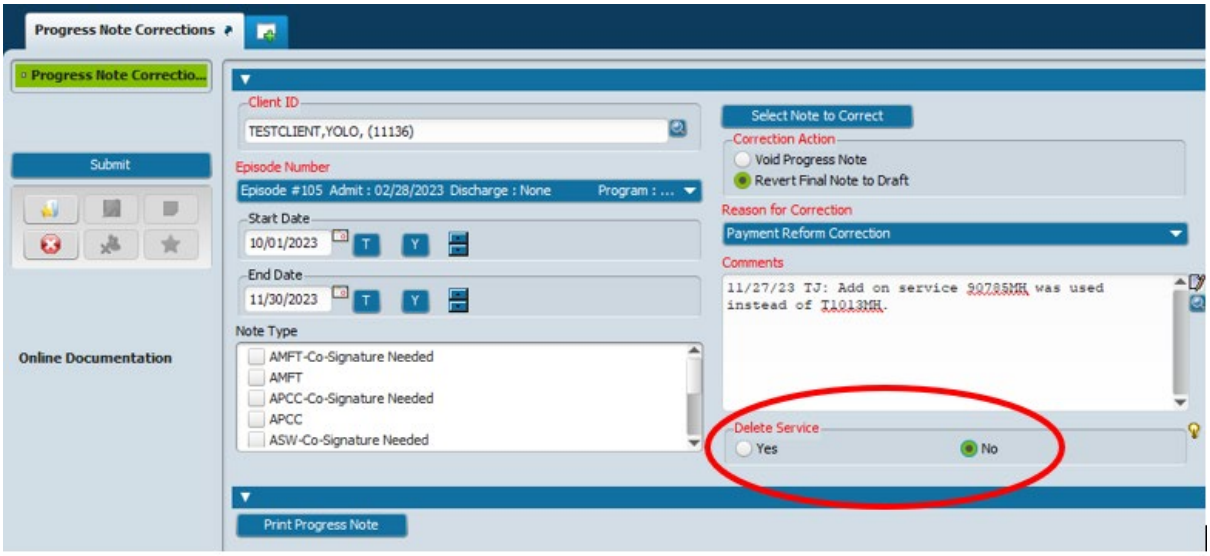
4. In the Reason for Correction drop down, make the appropriate selection.



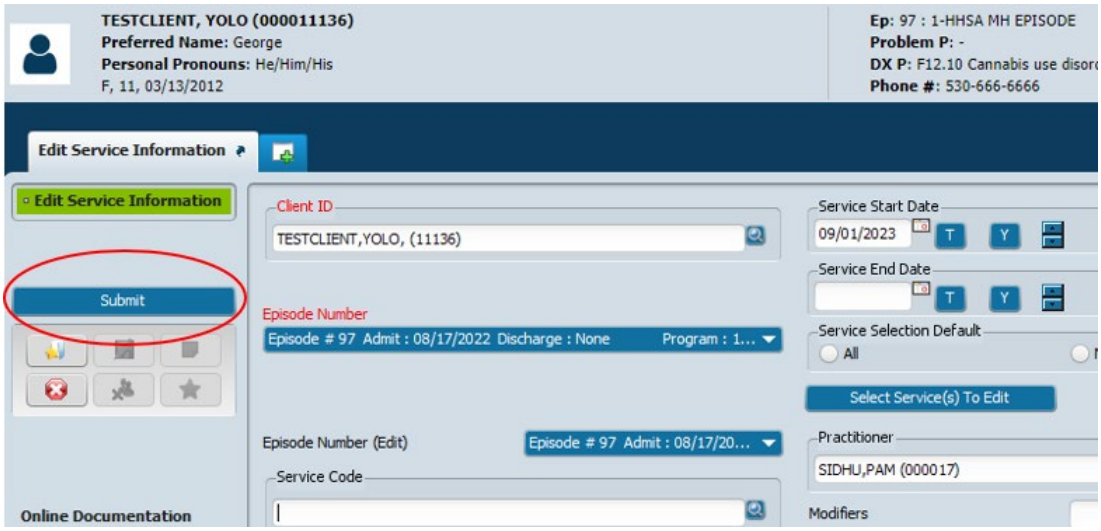
5. In the Comments field, enter a summary as to the reason the note is being reverted to draft. Some examples are: "<Date> <Initials> Add on service 90785MH was used instead of T1013MH." "<Date><initials> Add on duration is incorrect. Entered 1 minute and should have been 10 minutes." "<Date><initials> Add on duration is incorrect and does not apply. Need to remove code T1013MH."



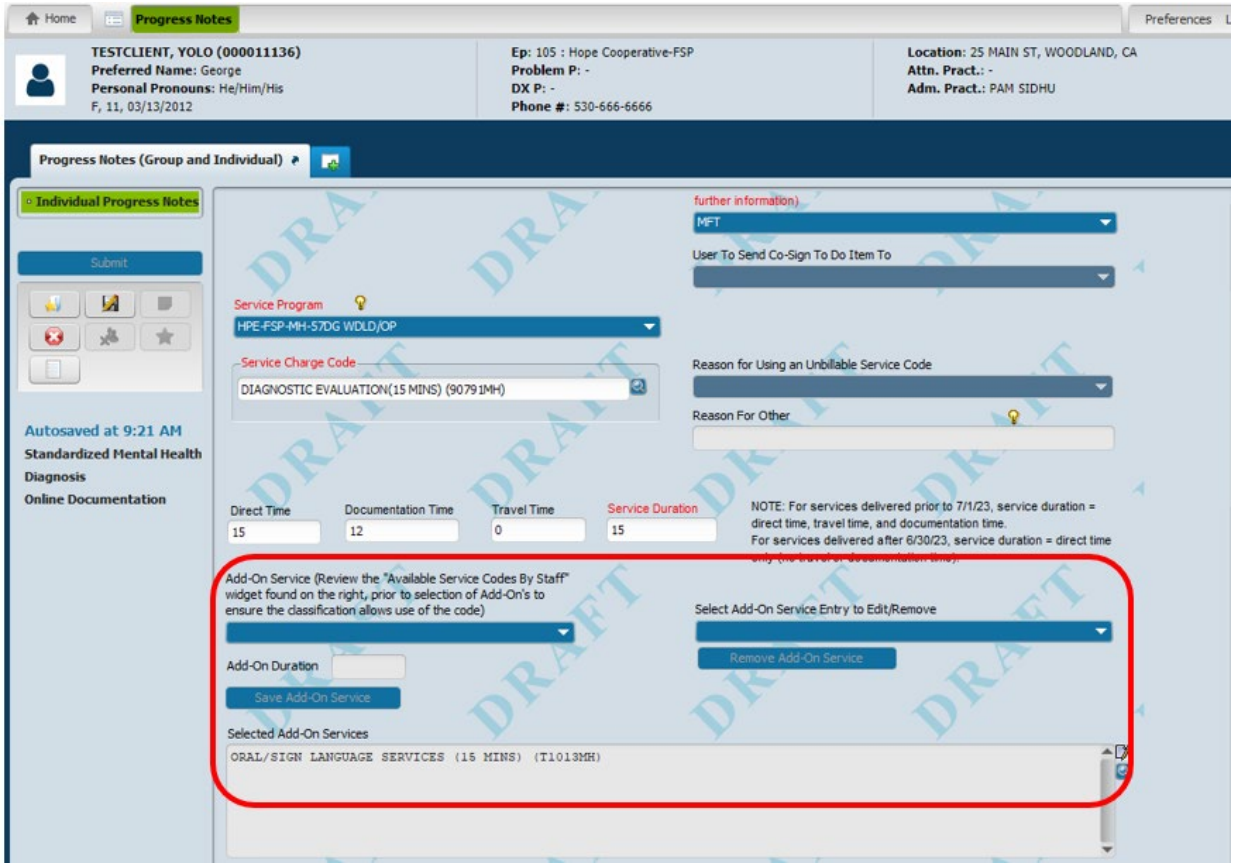
6. In the Delete Service field, select No.



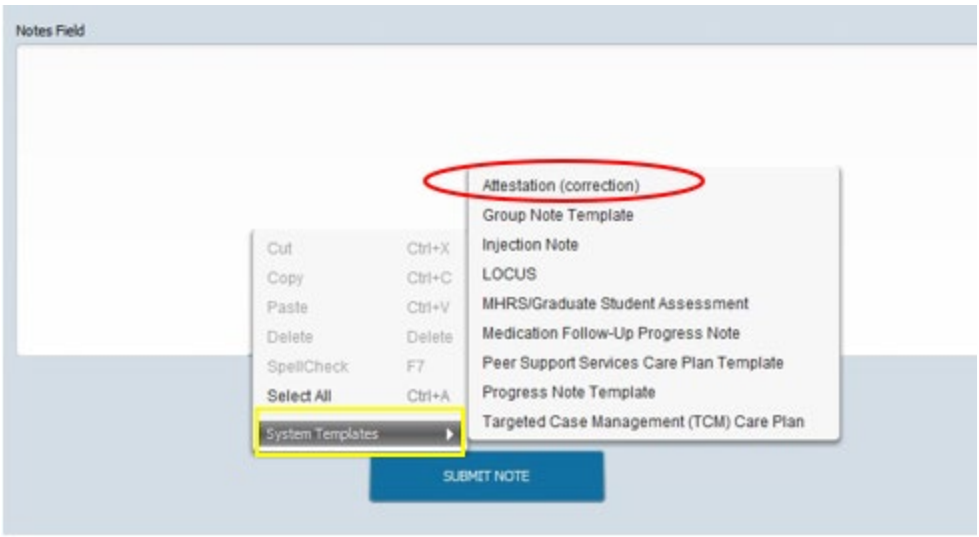
7. Click Submit.



8. At this time the note will revert back to draft status and appear in the original author's To Do list. The author will need to go into the note and make changes within the Add-On section. Please refer to the Progress Notes (Group and Individual) Desk Reference located on the Yolo County public website under MyAvatar Resources.

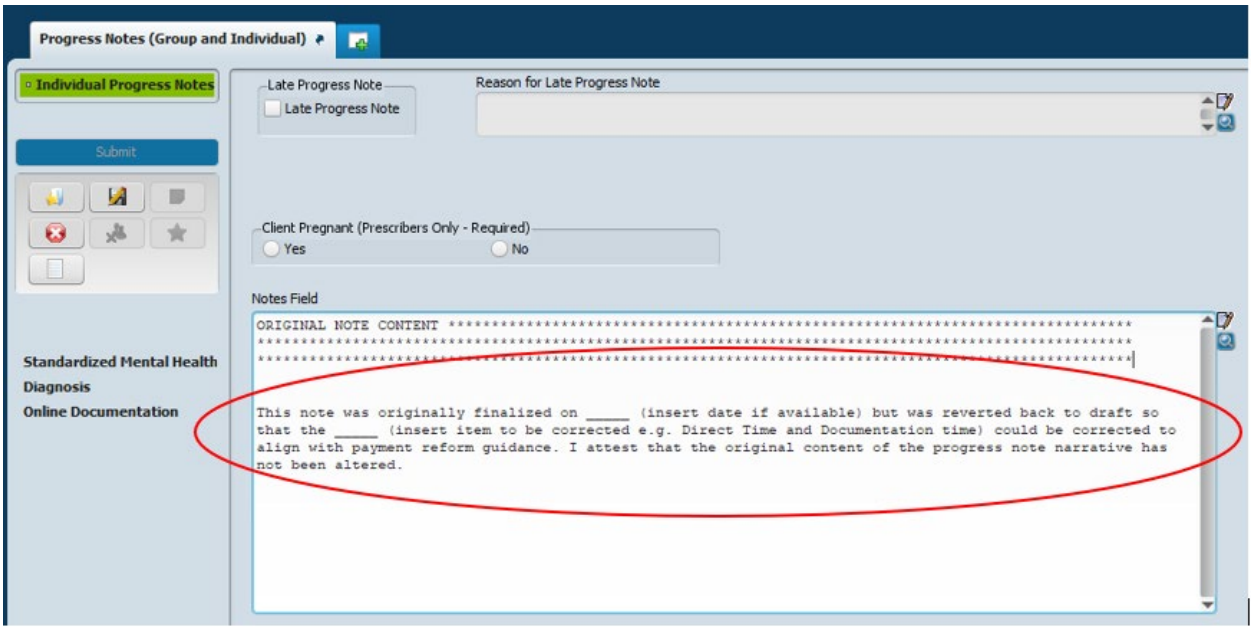
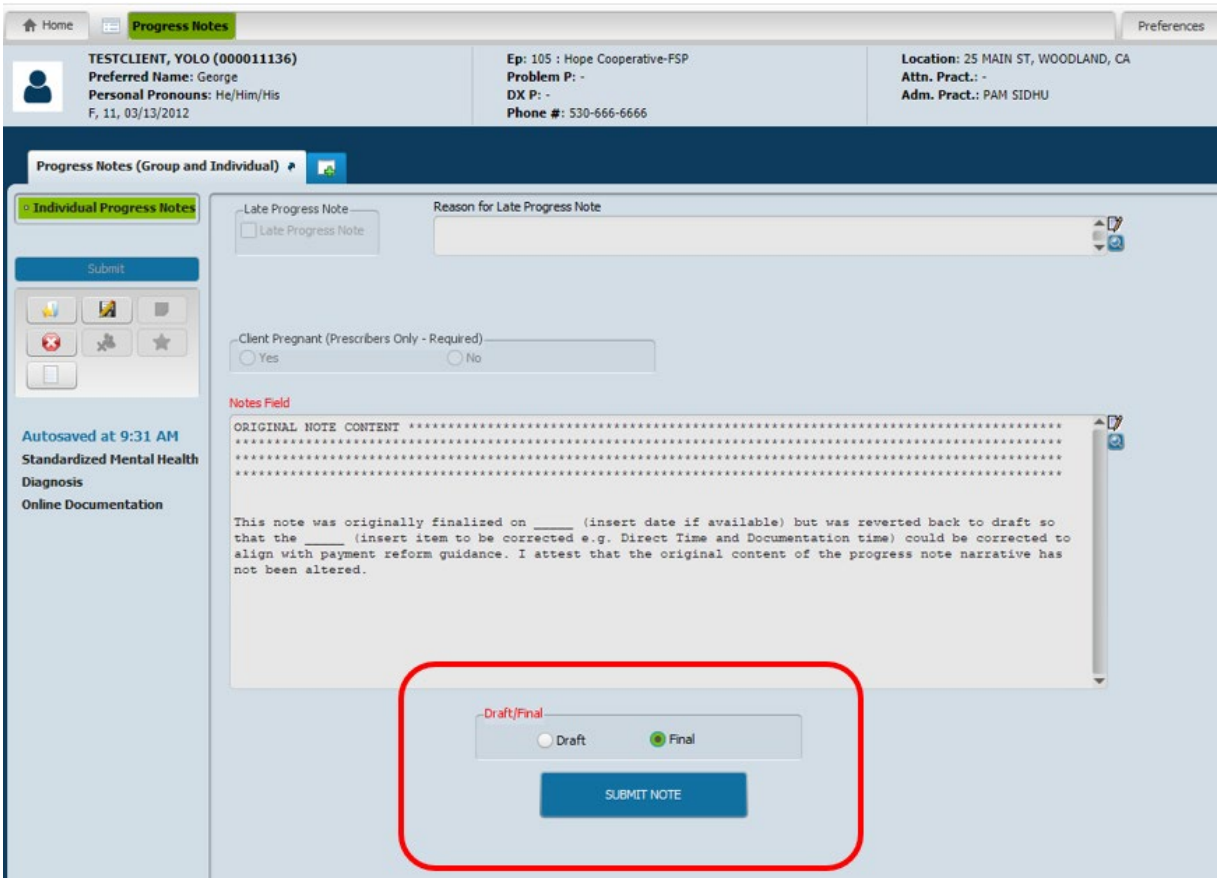


9. In the Notes Field, under the original note content, the following verbiage should be added: "This note was originally finalized on ____ (insert date if available) but was reverted back to draft so that the _____ (insert item to be corrected e.g., Add on code T1013MH was removed) could be corrected to align with payment reform guidance. I attest that the original content of the progress note narrative has not been altered." **NOTE: This text can be added by right-clicking in the Notes Field, then selecting System Templates and then selecting Attestation (correction)**



Upon receiving the below pop up box, select Append.

The attestion will appear below the original note content at which time it must be edited to enter the specific correction information (for example, entering dates and reasons for corrections, per the instructions in the templated language you've just inserted).



10. In the Draft/Final field click Final, then click Submit.