



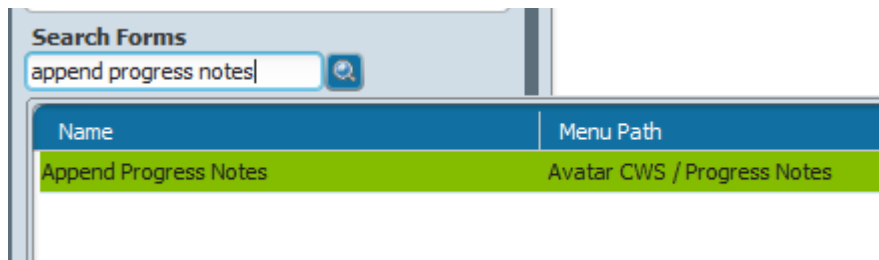
Append Progress Notes

The purpose of this desk reference is to provide guidance on how to use the Append Progress Notes form. All users who document Progress Notes (Group and Individual) in Avatar have access to the Append Progress Notes form.

Users can append a progress note to add additional information or clarifying statements to a finalized note.

Menu Path

1. Use Menu path: Avatar CWS > Progress Notes > Append Progress Notes or enter “Append Progress Notes” under Search Forms:

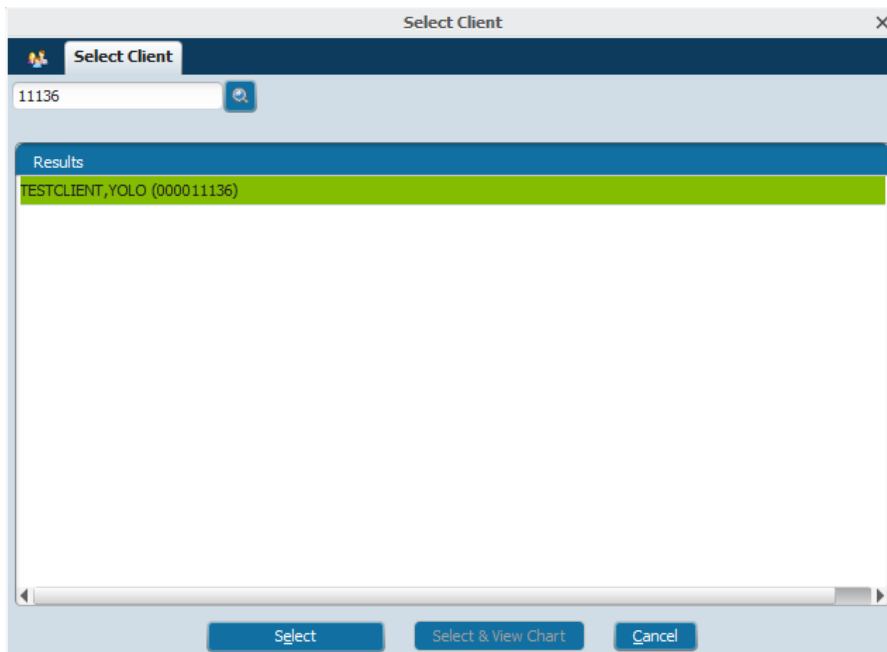


Details

1. Any progress notes needing to be appended must be in Final status to use the Append Progress Notes form.
2. Appending a note does not change any of the service information or original content of the note, it simply adds a notation to the bottom of the note.

Steps

- Open the Append Progress Notes form.
- 1. In the Select Client box enter the medical record number or client last name, first. Double click on your selection.



- 2. Select episode where the finalized note was filed, then click OK. A pop-up box with your selections will appear, click on the line item of the duplicate note you want to void and then click "OK."

myAvatar 2023

Home Yolo T Preferences Lock Sign Out

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

Location: -
 Attn. Pract.: -
 Adm. Pract.: -

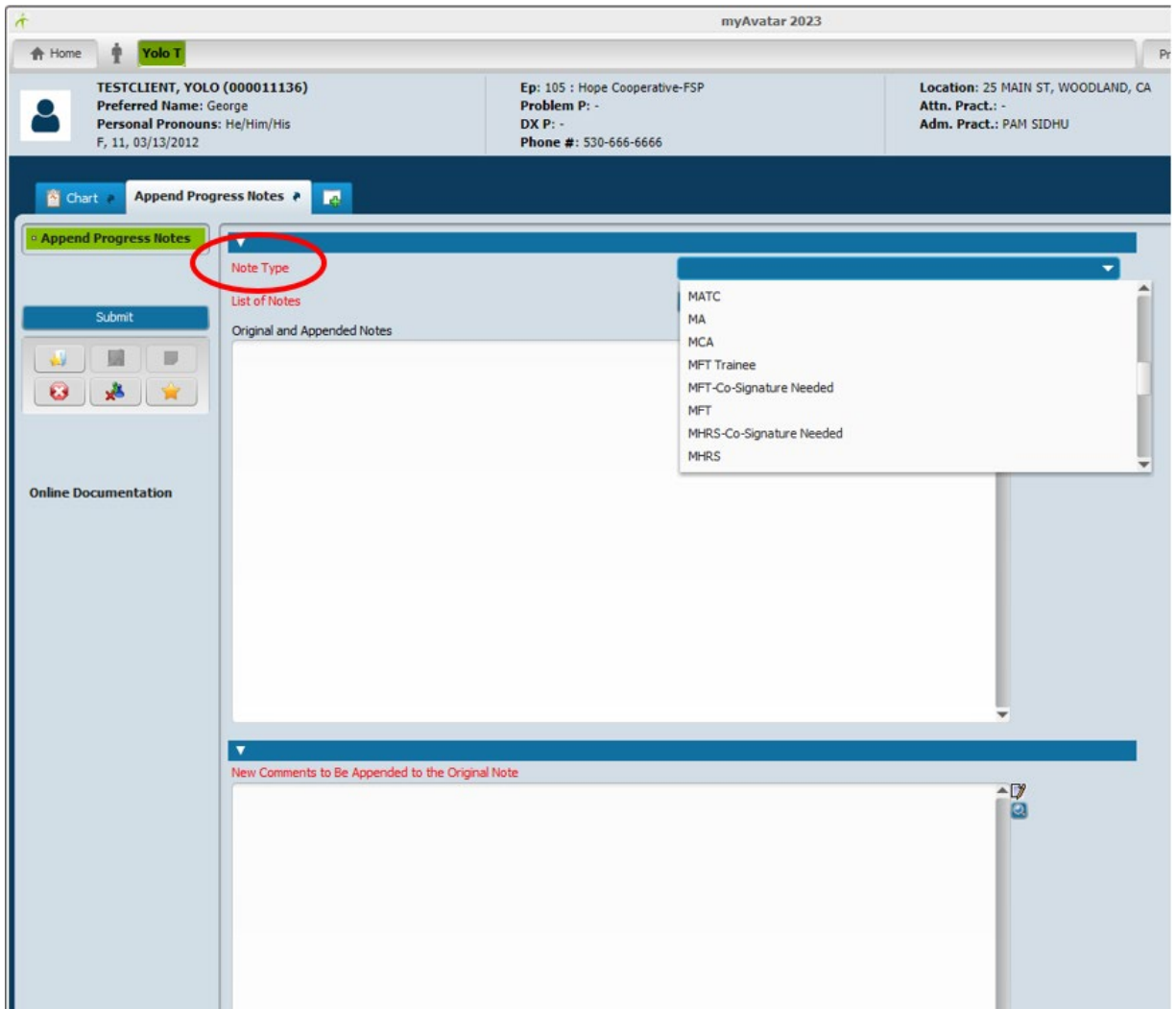
Append Progress Notes

Name: YOLO TESTCLIENT
 ID: 11136
 Sex: Female
 Date of Birth: 03/13/2012

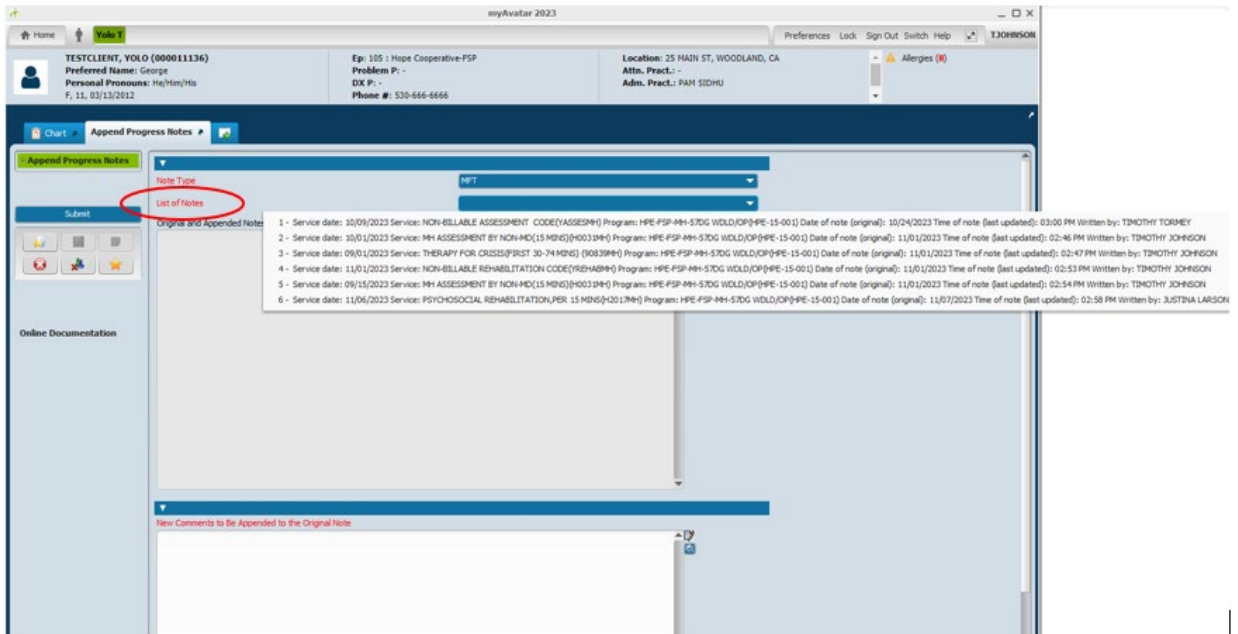
Episode	Program	Start	End
105	Hope Cooperative-FSP	02/28/2023	
102	Communicare Juvenile Justice	11/10/2022	
100	Access Log	09/29/2022	
97	1-HHSA MH EPISODE	08/17/2022	
95	PROGRESS RANCH STRTP	08/15/2022	
89	TURNING POINT-MH	06/09/2022	
82	4-HHSA CYF QI ASSESSMENTS EPISODE	10/18/2021	
70	Communicare-ODF	02/09/2021	
65	2-HHSA FSP EPISODE	03/13/2020	
3	Z-YMHA Wldd DO NOT USE~INACTIVE	08/07/2006	
107	Granite Wellness Center R31-Auburn	03/02/2023	11/01/2023
106	Yolo Wayfarer Center-Walter's House-R35	03/01/2023	03/01/2023
104	Yolo Wayfarer Center-Walter's House-R31	01/21/2023	02/23/2023
103	HHSA-ODF	01/08/2023	01/09/2023
101	Siena Nursing and Rehabilitation	11/03/2022	11/03/2022
98	Fremont Hospital-FREMONT	09/21/2022	09/21/2022
99	Access Log	09/20/2022	09/21/2022
96	COMMUNICARE-MH	08/17/2022	04/14/2023
94	Telecare Corp-FSP	07/01/2022	01/13/2023
93	Access Log	06/20/2022	06/20/2022
92	Access Log	06/17/2022	06/20/2022
91	Access Log	06/17/2022	06/17/2022
90	Access Log	06/10/2022	06/10/2022
88	Access Log	03/09/2022	04/14/2022
87	TRINITY HOUSE	02/13/2022	09/21/2022
86	Access Log	11/29/2021	11/29/2021
85	Access Log	11/24/2021	11/29/2021

OK Cancel

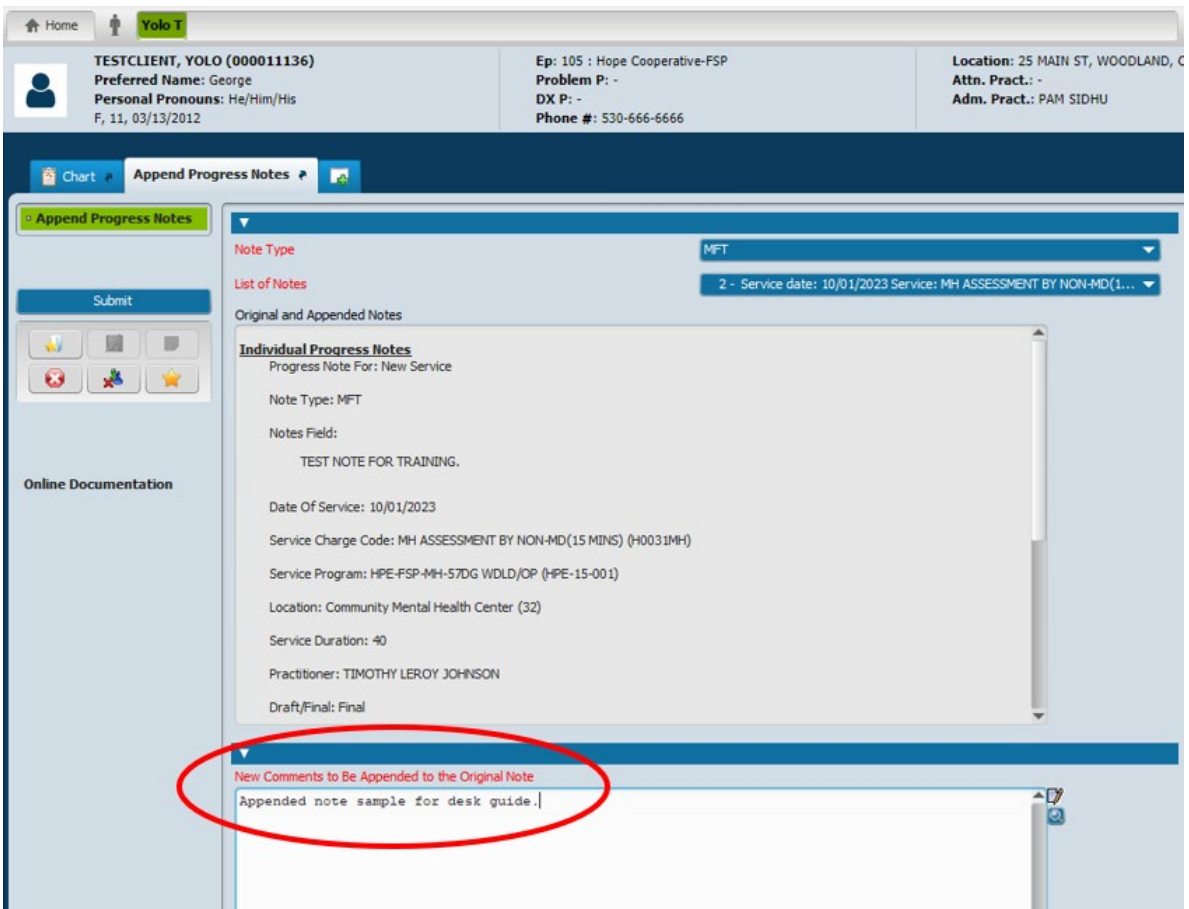
3. Make a selection in the Note Type drop down based on the practitioner who authored and filed the note.



4. In the List of Notes drop down, locate the note needing to be appended and select it.



5. In the New Comments to Be Appended to the Original Note field, type the additional information or clarifying statements.



6. Click Submit.

The screenshot displays the 'myAvatar 2023' interface for a client named 'TESTCLIENT, YOLO (000011136)'. The client's preferred name is George, and his personal pronouns are He/Him/His. The client's date of birth is 11/03/2012. The client's episode is '105 : Hope Cooperative-FSP', with no problem or DX codes. The client's phone number is 530-666-6666. The client's location is '25 MAIN ST, WOODLAND, CA', and the attending practitioner is 'PAM SIDHU'.

The main content area is titled 'Append Progress Notes'. It features a 'Submit' button circled in red. Below the 'Submit' button are several icons: a red 'X', a green checkmark, a blue plus sign, and a yellow star. The 'Append Progress Notes' section includes a 'Note Type' dropdown menu set to 'MFT', a 'List of Notes' dropdown menu set to '2 - Service date: 10/01/2023 Service: MH ASSESSMENT BY NON-MD(1...', and a 'List of Notes' section with a 'Submit' button.

The 'Original and Appended Notes' section contains the following information:

- Individual Progress Notes**
- Progress Note For: New Service
- Note Type: MFT
- Notes Field: TEST NOTE FOR TRAINING.
- Date Of Service: 10/01/2023
- Service Charge Code: MH ASSESSMENT BY NON-MD(15 MINS) (H0031MH)
- Service Program: HPE-FSP-MH-57DG WDL/OP (HPE-15-001)
- Location: Community Mental Health Center (32)
- Service Duration: 40
- Practitioner: TIMOTHY LEROY JOHNSON
- Draft/Final: Final

The 'New Comments to Be Appended to the Original Note' section contains the text: 'Appended note sample for desk guide.'