myAvatar Quick Reference

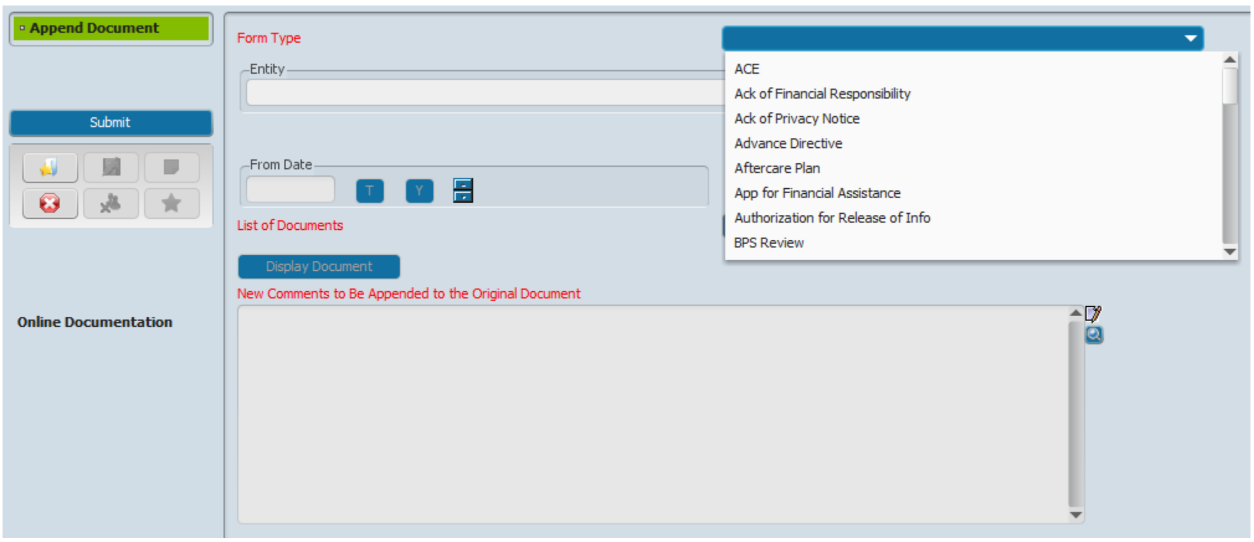
Editing/Appending Patient Documentation

To add/edit patient documentation.

Process

Append your Note

1. For a finalized document that additional documentation is needed, search and select Append Document
2. Identify the form that you want to append and add information to



3. Under entity, search for the individual's last name and adjust search date
4. Document additional notes in New Comments to be appended field and click submit. Appended notes will appear the original document.

Editing your Note

1. To edit a finalized document, contact your supervisor

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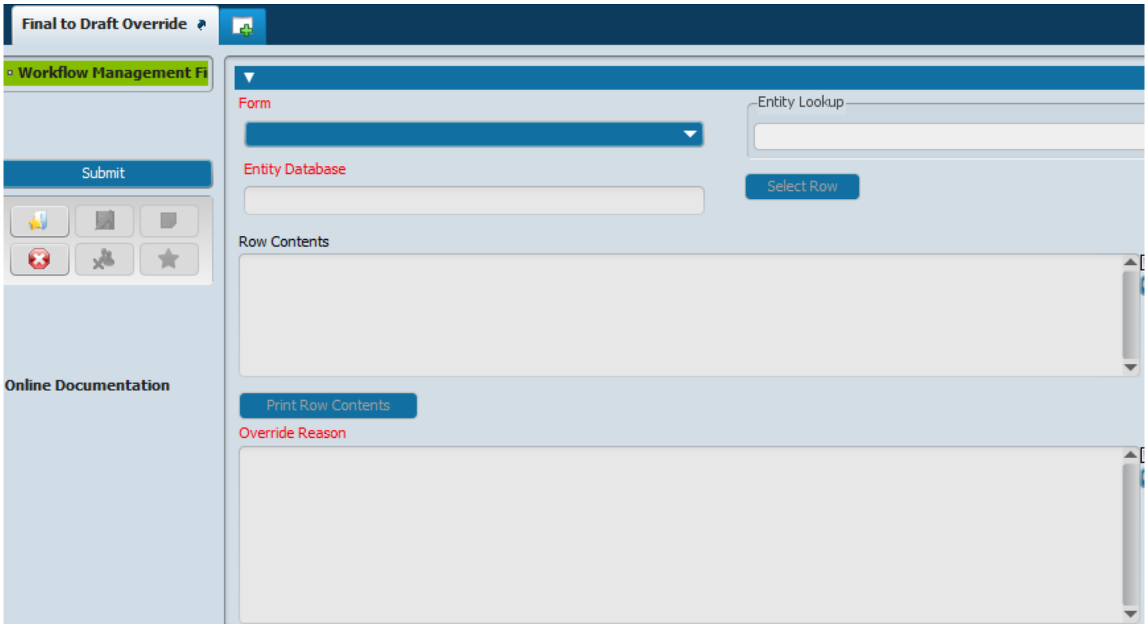
2. Supervisor will use Final to Draft Override form to select the form and search for the document



3. This moves the document to draft and will appear in original creator's My To Do's.
4. Individual will make edits and save document as final. All progress notes or other assessments associated with a billable charge needs to be communicated to Billing.