myAvatar Documentation Correction

May 2018

Documentation

- Documentation is important as it provides the services and treatment to the patient, and is required for various accreditation agencies
- Documentation needs to be done on the correct patient using double identifiers, in the correct service episode
- During the initial launch of myAvatar, several documents were reportedly filed on the wrong patient and/or episode as staff became aware and comfortable with the system.
- There will be a 1 week period that the system will be unlocked so that you can correct any type of edits that are needed to be done since launch that will take place 5/22/18-5/29/18.
- In the future, there will be a set process if corrections are needed to a patient's medical record

Documentation Continued

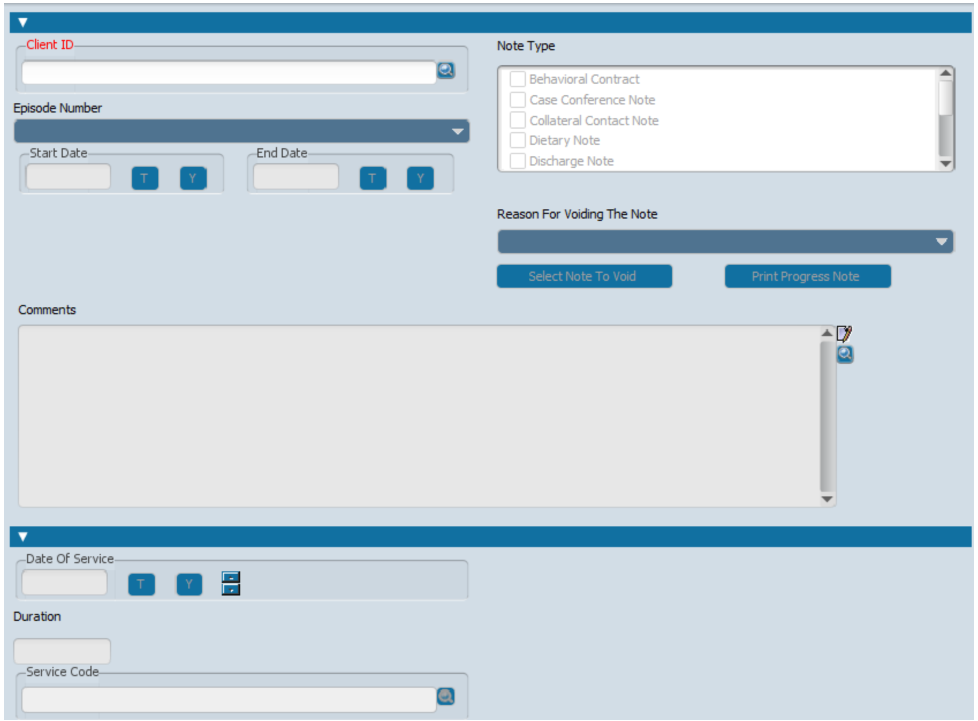
- Identify what patient(s) you need to fix documentation on
- If you documented on a wrong patient or episode, print out a copy of the current documentation before voiding the document

Voiding a Progress Note

- Search for **Void Progress** Note form and select the client name or ID in the **Client ID** search field.
- Select the episode from the **Episode Number** list.
- In the **Start Date** and **End Date** field, enter the first and last dates of the progress notes to display.
- In the **Note Type** field, select the progress note types.
- In the **Date Of Service** field, you can filter search results by entering a specific service date.
- In the **Duration** field, you can filter search results by entering the appointment duration.
- In the **Service Code** field, you can filter search results by entering a specific service code.

Voiding a Progress Note Continued

- Click **Select Note To Void**.
- Choose the progress notes and click **Ok**.
- If appropriate, click **Print Progress Notes**.
- In the **Comments** field, enter remarks associated with voiding the progress note.



- In the **Reason For Voiding The Note** field, select the void reason.
- Click **Submit**.
- Locate correct patient/episode and document new note, if appropriate

Final to Draft Override

- Search for **Final to Draft Form** and select appropriate form

Name	Menu Path
Final to Draft Override	Avatar PM / RADplus Utilities / Workflow Management
Product Final to Draft Override	Avatar CWS / CWS Utilities
Final to Draft Override	Avatar CWS / RADplus Utilities / Workflow Management

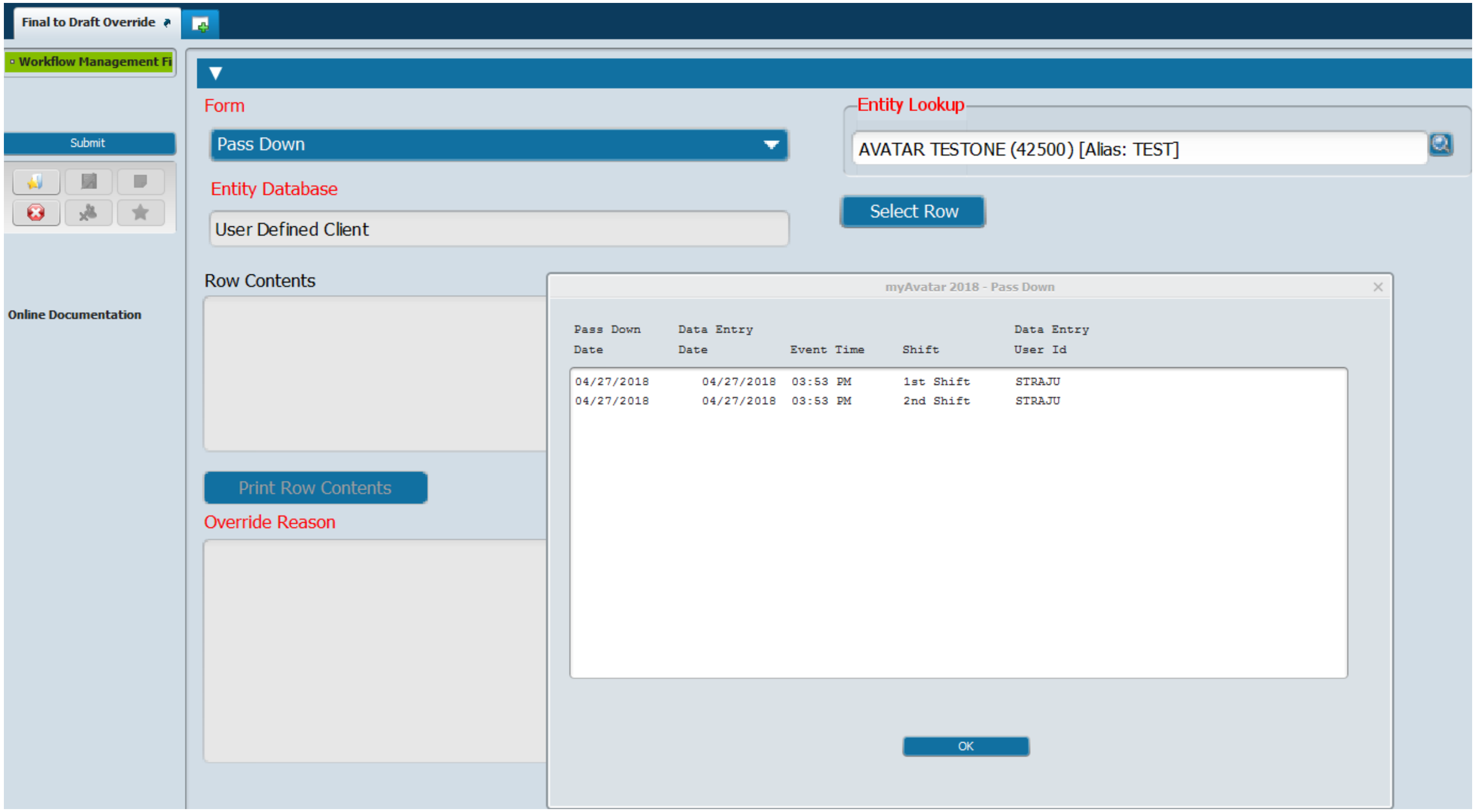
- Final to Draft Override (PM) consists of Consents, Release of Information, Pre Admit, and Current Legal Status Info
- Product Final to Draft Override consists of Individual, Group, Nursing, Psychiatrist, and Trauma Group progress notes
- Final to Draft Override (CWS) consists of ACE, Aftercare, BPS, Discharge Summary, Edinburgh, H&P, Nursing Focused, Point of Care, Psych Eval, etc
- In the **Entity Lookup** field, enter the client name, click **Enter**.
- Click **Select Row**. A form selection dialog displays. Select the row, click **Ok**.

Final to Draft Override Continued

- If appropriate, click **Print Row Contents** to generate a report of the form's information.
- In the **Override Reason** field, enter the treatment plan status modified reason.
- Click **Submit**.
- Open up chart and document correction on appropriate form.
- Click Final and then Submit.

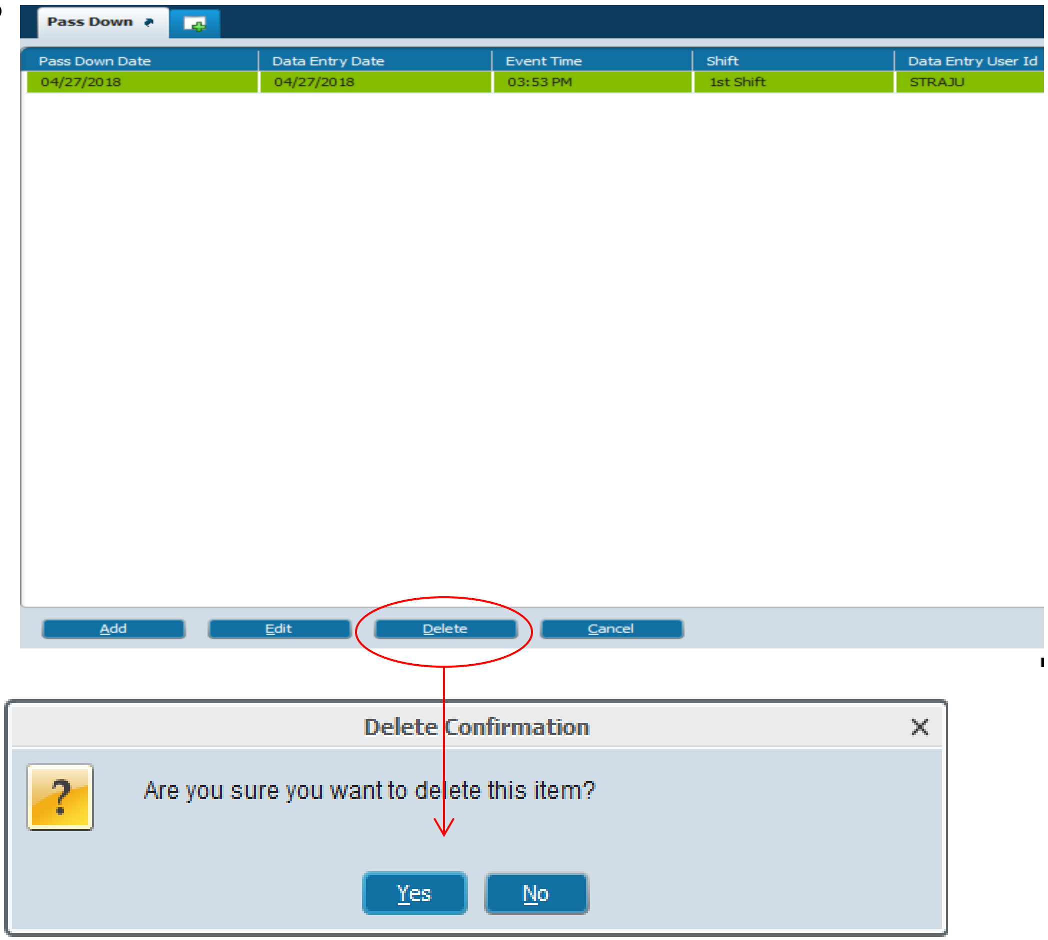
Voiding Documents

- Do not use Clinical Document Viewer
- Use Final to Draft Form Instructions to take Finalized Document and make to Draft



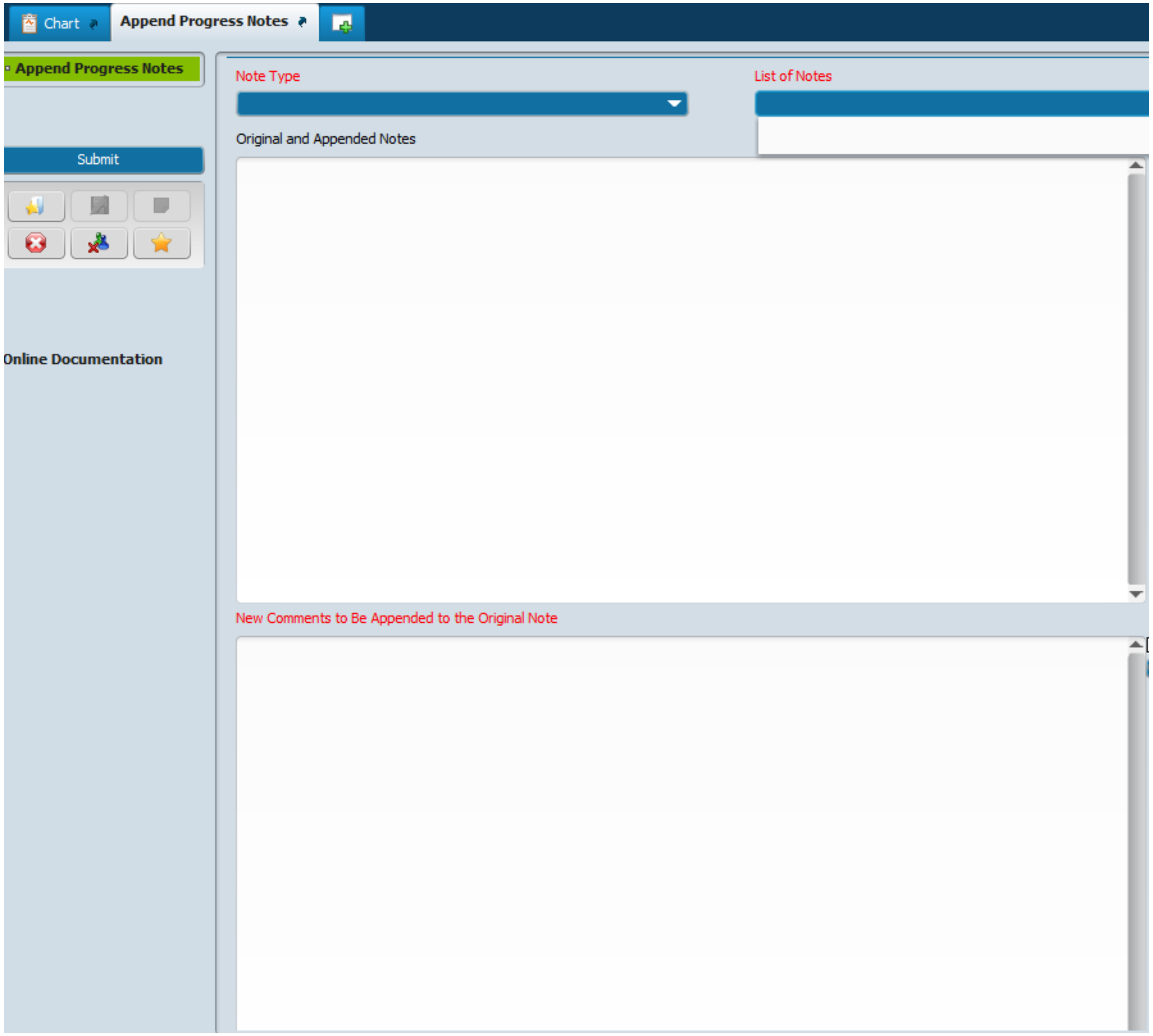
Voiding Documents Continued

- Once item is moved to draft, user can go back into the form and see all completed and draft items
- Select item and then click Delete
- If certain the document should be deleted, click yes
- It will then disappear from previous entries



Appending Notes

- Additional information can be added to Notes after it has been finalized
- This information will appear at the bottom of the finalized note



Appending Documents

- Additional information can be added to finalized documents after it has been finalized
- This information will appear at the bottom of the finalized document