



Main Line Health[®]

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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

The screenshot displays a web-based form for voiding a progress note. The form is organized into several sections:

- Client ID:** A text input field with a search icon.
- Episode Number:** A dropdown menu.
- Start Date:** A date input field with 'T' and 'Y' buttons.
- End Date:** A date input field with 'T' and 'Y' buttons.
- Note Type:** A list of checkboxes for note types: Behavioral Contract, Case Conference Note, Collateral Contact Note, Dietary Note, and Discharge Note.
- Reason For Voiding The Note:** A dropdown menu.
- Action Buttons:** Two buttons labeled 'Select Note To Void' and 'Print Progress Note'.
- Comments:** A large text area for entering remarks, with a scroll bar and a search icon.
- Date Of Service:** A date input field with 'T', 'Y', and a calendar icon.
- Duration:** A text input field.
- Service Code:** A text input field with a search icon.

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

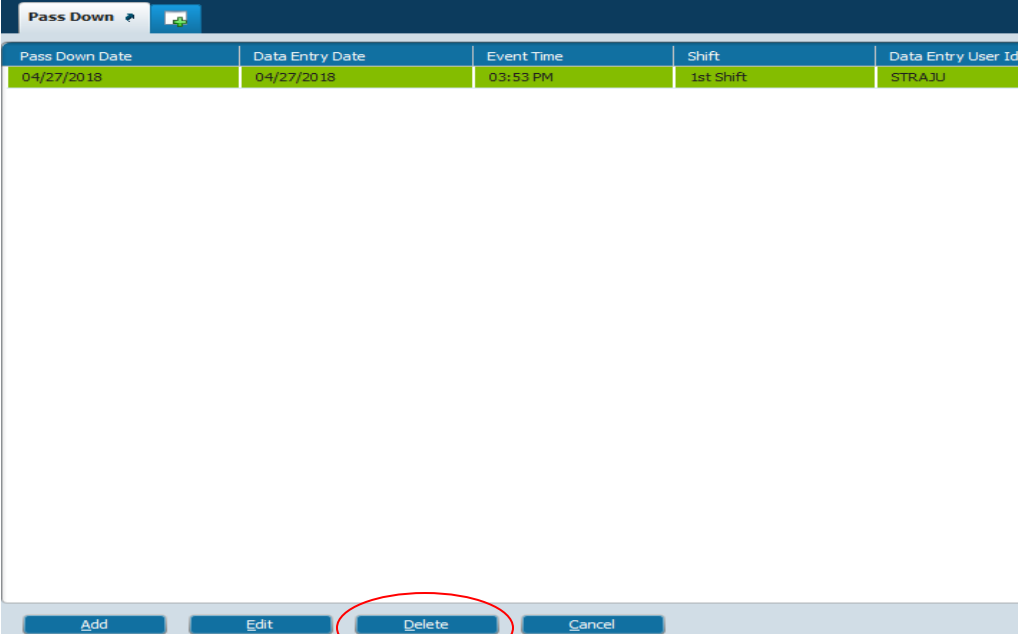
- Do not use Clinical Document Viewer
- Use Final to Draft Form Instructions to take Finalized Document and make to Draft

The screenshot shows the 'Final to Draft Override' workflow management interface. The main area displays a 'Form' dropdown menu set to 'Pass Down'. To the right, there is an 'Entity Lookup' field containing the text 'AVATAR TESTONE (42500) [Alias: TEST]' and a 'Select Row' button. Below the 'Form' dropdown is an 'Entity Database' section with a 'User Defined Client' field. A 'Row Contents' section is visible, and a modal window titled 'myAvatar 2018 - Pass Down' is open, displaying a table of data.

Pass Down Date	Data Entry Date	Event Time	Shift	Data Entry User Id
04/27/2018	04/27/2018	03:53 PM	1st Shift	STRAJU
04/27/2018	04/27/2018	03:53 PM	2nd Shift	STRAJU

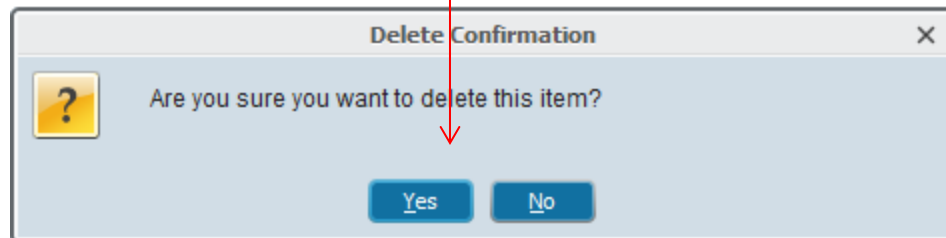
Voiding Documents Continued

- 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



Pass Down Date	Data Entry Date	Event Time	Shift	Data Entry User Id
04/27/2018	04/27/2018	03:53 PM	1st Shift	STRAJU

Buttons: Add, Edit, Delete, Cancel



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

The screenshot displays the 'Append Progress Notes' interface. At the top, there is a navigation bar with 'Chart' and 'Append Progress Notes' tabs. Below this, a sidebar on the left contains a 'Submit' button and a set of icons for actions like 'Add', 'Remove', and 'Star'. The main content area is divided into two sections: 'Original and Appended Notes' and 'New Comments to Be Appended to the Original Note'. The 'Original and Appended Notes' section is currently empty, and the 'New Comments to Be Appended to the Original Note' section is also empty. A 'List of Notes' section is visible at the top right, showing a dropdown menu for 'Note Type' and a list of notes.

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

The screenshot shows a web application interface for appending documents. The main heading is "Append Documents". On the left, there is a sidebar with a "Submit" button and several icons. The main content area is titled "Append Document" and contains the following fields and controls:

- Form Type:** A dropdown menu is open, showing a list of document types: ACE, Ack of Financial Responsibility, Ack of Privacy Notice, Advance Directive, Aftercare Plan, App for Financial Assistance, Authorization for Release of Info, and BPS Review.
- Entity:** A text input field.
- From Date:** A date selection field with "T", "Y", and "M" buttons.
- List of Documents:** A section with a "Display Document" button.
- New Comments to Be Appended to the Original Document:** A large text area for entering comments.

At the bottom left of the interface, the text "Online Documentation" is visible.