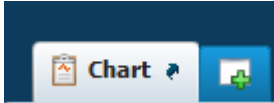



Avatar – Therapist

Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
	<p>Introduction & Class Rules</p>	<p>General Housekeeping Rules</p> <ul style="list-style-type: none"> • No food or drink • Muting of cell phones • No use of portable devices during class • Sign-in so you get credit for your efforts. • Return promptly from breaks • Parking Lot ▪ Questions without definitive answers will be placed in the parking lot <p>Acknowledgement</p> <ul style="list-style-type: none"> • Extreme appreciation and understanding of: <ul style="list-style-type: none"> ▪ difficulty of this task ▪ contribution you are making <p>Instruct participants to take actions only on patients provided for training.</p> <ul style="list-style-type: none"> • Practice patients will be provided after training 	
	<p>Navigation</p>	<ul style="list-style-type: none"> • How to log into MYAVATAR • Username is the same as your NTID • Home Screen <ul style="list-style-type: none"> ▪ Widgets <ul style="list-style-type: none"> – Icons – hover to discover ▪ Clients <ul style="list-style-type: none"> – Search ▪ Forms and Data <ul style="list-style-type: none"> – Accessing; Search, Browse ▪ Calendars ▪ My To Do's ▪ Keyboard Shortcuts <ul style="list-style-type: none"> – 'alt" key • My Views <ul style="list-style-type: none"> ▪ Home View 	

		<ul style="list-style-type: none"> ▪ Orders Console ▪ EMAR ▪ Chart View • Chart view <ul style="list-style-type: none"> ▪ Demographic Bar ▪ Program/Episode ▪ Sections of Chart <ul style="list-style-type: none"> – List of forms – How to access a form  – Icons <ul style="list-style-type: none">  – How to add a form to the chart – Inquiry View – Filters – Print – 	
	<p>Concepts of Form</p>	<ul style="list-style-type: none"> • Basic Concepts of Forms <ul style="list-style-type: none"> ▪ Sections ▪ Icons <ul style="list-style-type: none"> – Hover to Discover Hyperlinks to Additional Forms ▪ Required Fields <ul style="list-style-type: none"> – Red – Multi-iteration table <ul style="list-style-type: none"> • Only required if you select Add New Item • Allows multiple entries in list format ▪ Radio Buttons <ul style="list-style-type: none"> – One entry – F5 will erase selection ▪ Date/Time Fields ▪ Question Logic <ul style="list-style-type: none"> – Enables or disables (grayed out) documentation based on answers/documentation 	

		<ul style="list-style-type: none"> ▪ Multi-iteration Table <ul style="list-style-type: none"> – Documentation of multiple entries in list format ▪ Light Bulbs <ul style="list-style-type: none"> – Hints to ask – What to document ▪ Drop Downs <ul style="list-style-type: none"> – One entry ▪ Search Bar <ul style="list-style-type: none"> – Can enter numbers or text – ICD Codes ▪ Text Editor <ul style="list-style-type: none"> – Spell check ▪ Text Box <ul style="list-style-type: none"> – Enter 8 pages of information – Copy paste from Word ▪ Zooming <ul style="list-style-type: none"> – Change size of font in forms 	
	<p>Diagnosis</p>	<ul style="list-style-type: none"> • How to access form • Episode/Program • Type of Diagnosis <ul style="list-style-type: none"> ▪ Admission <ul style="list-style-type: none"> – Defaults date to date of Admission ▪ Discharge ▪ Update • Add New Row to Enter <ul style="list-style-type: none"> ▪ Search Diagnosis <ul style="list-style-type: none"> – Free Text or ICD-10 Code ▪ Status ▪ Diagnosing Practitioner ▪ Bill Order Ranking <ul style="list-style-type: none"> – determines which diagnoses are attached to services first – For SUD services, make first diagnosis is a substance use disorder – For Mental Health services, make first diagnosis is a mental health diagnosis. 	

	<p>How to View</p> <ul style="list-style-type: none"> • Comprehensive Biopsychosocial Assessment • Treatment Plan • Allergies • Vital Signs 	<ul style="list-style-type: none"> • How to open from Chart View • Program/Episode • Multi-contributor form • Filters • Assessment/Scales Section <ul style="list-style-type: none"> ▪ BPS • Plans <ul style="list-style-type: none"> ▪ Treatment Care Plan • Other Chart Entry <ul style="list-style-type: none"> ▪ Allergies ▪ Vital Signs 	
	<p>History & Physical</p>	<ul style="list-style-type: none"> • History & Physical Assessment Form • Select Episode/Program • Links <ul style="list-style-type: none"> ▪ Allergies ▪ Diagnosis • Sections <ul style="list-style-type: none"> ▪ Chief Complaint ▪ Substance Use ▪ Past Medical History <ul style="list-style-type: none"> – Previous Medical History Reviewed – Yes triggers Diagnosis Form ▪ Past Medical History cont'd ▪ Family History ▪ Review of Systems ▪ Medical Mental Status ▪ Physical Exam ▪ Assessment and Plan <ul style="list-style-type: none"> – Add New Item document a Plan against Diagnosis <p>Note: Diagnosis must be entered prior on chart for anything to display in diagnosis drop down</p> <ul style="list-style-type: none"> ▪ Finalize 	

	Mental Status Exam	<ul style="list-style-type: none"> • Complete as directed by policy for user/facility • Radio Button <ul style="list-style-type: none"> ▪ One entry ▪ F5 to erase • Checkboxes Multi-select 	
	Neurological Assessment	<ul style="list-style-type: none"> • Red/Required • Question Logic 	
	Notes and Routing	<ul style="list-style-type: none"> • Individual Note <ul style="list-style-type: none"> ▪ Enter Client and Episode ▪ Existing Appointment if scheduled ▪ Independent Note – not scheduled ▪ Note Type – Prescriber Note ▪ Nursing Care Plan/Treatment Care Plan can be pulled into Note <ul style="list-style-type: none"> – Select Plan Version – Select Plan Items Note addresses <ul style="list-style-type: none"> · Select plan elements the service you provided addresses – Clear Note addresses which treatment plan item – removes text • Document Routing <ul style="list-style-type: none"> ▪ Proof read ▪ Accept <ul style="list-style-type: none"> – File as Final ▪ Accept and Route <ul style="list-style-type: none"> – Send to Supervisors/Approvers ▪ Reject <ul style="list-style-type: none"> – Return to draft status for additional editing 	

	Orders	<ul style="list-style-type: none"> • Order Console Icon <ul style="list-style-type: none"> ▪ Filters ▪ Links to Vitals and Labs ▪ Order Profile ▪ New Order Entry <ul style="list-style-type: none"> – Order Entry Fields – Add to Scratch Pad <ul style="list-style-type: none"> • Episode • Ordering Practitioner • Source • Sign • Prescribing Medications 	
	Aftercare Plan	<ul style="list-style-type: none"> • Aftercare Plan <ul style="list-style-type: none"> ▪ Sections <ul style="list-style-type: none"> – Aftercare Plan – Follow Up <ul style="list-style-type: none"> • Multi-iteration Table – Treatment <ul style="list-style-type: none"> • System Templates – Support Group Referral <ul style="list-style-type: none"> • System Templates – Special Instructions – Medicated Assisted Treatment <ul style="list-style-type: none"> • Multi-iteration Table – Signature 	
	Discharge Summary	<ul style="list-style-type: none"> • Select Episode/Program • Red/Required <ul style="list-style-type: none"> ▪ Summary Date ▪ Discharge Type ▪ Discharge Reason ▪ Note Type <ul style="list-style-type: none"> – Discharge Note ▪ Discharge Note ▪ Final ▪ Submit • Document Routing <ul style="list-style-type: none"> ▪ Proof read 	

		<ul style="list-style-type: none"> ▪ Accept <ul style="list-style-type: none"> – File as Final ▪ Accept and Route <ul style="list-style-type: none"> – Send to Supervisors/Approvers ▪ Reject <ul style="list-style-type: none"> – Return to draft status for additional editing 	
	Additional Forms	<ul style="list-style-type: none"> • Official Census Report • Current Unit Census 	