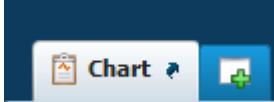



Avatar – Therapist			
Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
	Introduction & Class Rules	<p>General Housekeeping Rules</p> <ul style="list-style-type: none"> • No food or drink • Muting of cell phones • No use of portable devices during class • Sign-in 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 	
	Navigation	<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 	

Avatar – Therapist			
Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
		<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  – How to add a form to the chart – Inquiry View – Filters – Print – 	
	Concepts of Form	<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 	

Avatar – Therapist			
Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
		<ul style="list-style-type: none"> ▪ Question Logic <ul style="list-style-type: none"> – Enables or disables (grayed out) documentation based on answers/documentation ▪ 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 	
	Calendars	<ul style="list-style-type: none"> • My calendar <ul style="list-style-type: none"> ▪ Displays scheduled patients ▪ Arrows page previous or next day • Scheduling Calendar Form <ul style="list-style-type: none"> ▪ How to access your clients ▪ Filters <ul style="list-style-type: none"> – Site – Team – Provider – View <ul style="list-style-type: none"> · Day · Week · Month – Calendar 	

Avatar – Therapist

Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
		<ul style="list-style-type: none"> – Find Existing Appointments – Refresh ▪ Right click for actions – Group Note – Individual Note <p>Note: Return later to Scheduling Calendar for Note Documentation</p>	
	<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 • History & Physical • 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 • Notes <ul style="list-style-type: none"> ▪ History and Physical 	<p>Customize Forms: Show how to add History and Physical to Notes Group</p>

Avatar – Therapist			
Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
		<ul style="list-style-type: none"> • Plans <ul style="list-style-type: none"> ▪ Treatment Care Plan • Other Chart Entry <ul style="list-style-type: none"> ▪ Allergies ▪ Vital Signs 	
	Psychiatric Evaluation	<ul style="list-style-type: none"> • Select Episode/form • Links <ul style="list-style-type: none"> ▪ Mental Status Exam ▪ Diagnosis ▪ Allergy and Hypersensitivities ▪ Outside Providers • Sections <ul style="list-style-type: none"> ▪ Red/Required ▪ Multi-iteration Tables ▪ Free Text Box <ul style="list-style-type: none"> – Type or Dragon Dictation • Chief Complaint <ul style="list-style-type: none"> ▪ ROS <ul style="list-style-type: none"> – Question Logic ▪ Past Psychiatric History <ul style="list-style-type: none"> – Question Logic ▪ Past Addictive History <ul style="list-style-type: none"> – Question Logic ▪ Medical History ▪ Family Mental Illness History <ul style="list-style-type: none"> – Multi-iteration Table ▪ Social History ▪ Brief Psychiatric Formulation ▪ Assessment and Plan 	
	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 	

Avatar – Therapist			
Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
		Multi-select	
	Neurological Assessment	<ul style="list-style-type: none"> • Red/Required • Question Logic 	
	How to Sign Treatment Care Plan	<ul style="list-style-type: none"> • My To Do's • Treatment Care Plans to Approve • Action <ul style="list-style-type: none"> ▪ Approve document • Review Treatment Care Plan • Accept 	
	Notes and Routing	<ul style="list-style-type: none"> • Psychiatry Progress Note <ul style="list-style-type: none"> ▪ Enter Client and Episode ▪ Existing Appointment if scheduled ▪ Independent Note – non-billable ▪ 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 ▪ Plans ▪ Review PA Drug Monitoring Data Base • 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 	

Avatar – Therapist			
Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
		<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 	
	Buprenorphine Checklist and Consent	<ul style="list-style-type: none"> • Buprenorphine Checklist and Consent <ul style="list-style-type: none"> ▪ Sections: Nursing completes First section; Buprenorphine Checklist ▪ Section 2 and 3 – Assessment and consent are completed by Psychiatrist • Submit 	
Break			
	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 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 	

Avatar – Therapist			
Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
	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 ▪ 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 	