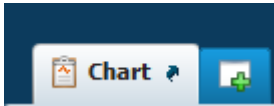



Avatar – BH RN			
Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
	Introduction & Class Rules	<p>General Housekeeping Rules</p> <ul style="list-style-type: none"> • No food or drink • Muting of cell phones • No use of portable devices during class • Sign-in so 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 – Recent – My Clients ▪ Forms and Data <ul style="list-style-type: none"> – Accessing; Search, Browse ▪ Calendars ▪ My To Do’s ▪ Safety ▪ Keyboard Shortcuts 	

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		<ul style="list-style-type: none"> – ‘alt” key • My Views <ul style="list-style-type: none"> ▪ Home View ▪ 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 <div data-bbox="651 884 922 989" data-label="Image">  </div> – Icons <div data-bbox="651 1037 836 1108" data-label="Image">  </div> – How to add a form to the chart – Inquiry View – Filters – Print • 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 	

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		<ul style="list-style-type: none"> – 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 ▪ 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 	
		<ul style="list-style-type: none"> • Search Patient and Select • How to open documents from Chart View • Sections <ul style="list-style-type: none"> ▪ Assessment/Scales <ul style="list-style-type: none"> – Comprehensive Biopsychosocial Assessment ▪ Notes <ul style="list-style-type: none"> – Individual Progress Note – Group Progress Note ▪ Plans <ul style="list-style-type: none"> – Treatment care Plan 	

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		<ul style="list-style-type: none"> ▪ Other Chart Entry <ul style="list-style-type: none"> – Vital Signs 	
	Scheduling Calendar	<ul style="list-style-type: none"> • Scheduling Calendar Form <ul style="list-style-type: none"> ▪ How to access your clients to document individual and groups that are scheduled. ▪ Filters <ul style="list-style-type: none"> – Site – Team – Provider – View <ul style="list-style-type: none"> · Day · Week · Month – Calendar – Find Existing Appointments – Refresh ▪ Right click for actions <ul style="list-style-type: none"> – Group Note <p>Individual Note</p>	
	Discharge Post Discharge Review	<ul style="list-style-type: none"> • Discharge <ul style="list-style-type: none"> ▪ Date/Time ▪ Type of Discharge Demographics • Post Discharge Review <ul style="list-style-type: none"> ▪ Follow up Call 	
	PM Forms	<ul style="list-style-type: none"> • Client Contact Information • Leaves <ul style="list-style-type: none"> ▪ <i>If a patient goes to an appointment and plans to return to Mirmont immediately after (never overnight)</i> • Return from Leaves <ul style="list-style-type: none"> ▪ <i>When a patient returns from LOA</i> • Bed Management <ul style="list-style-type: none"> ▪ <i>Move a patient's room/bed</i> 	

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Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
		<ul style="list-style-type: none"> • Current Unit Census <ul style="list-style-type: none"> ▪ <i>Replaces old census report. Lists all patients and basic information</i> • Clinical Document Viewer <ul style="list-style-type: none"> ▪ <i>Another way to view the patients chart</i> • Appointment Management 	