

San Francisco Health Network Behavioral Health Services

San Francisco Department of Public Health

# Avatar Entering Add On Codes and Modifiers

June 13, 2023



### Introduction

This document is not meant to be a comprehensive guide to Avatar nor a comprehensive guide to CPT/HCPCS codes.

This document ONLY focuses on the technical aspects of entering Add On Codes and Modifiers directly into Avatar.

More information will be forthcoming regarding:

- a) Which actual Add On Codes to use
- b) Which Modifier codes to use
- c) Service Upload programs



### Entering Add On Codes (direct entry into Avatar)

		progress Notes (g	0
Name	Menu Path	prms	ф
Progress Notes (Group and Individual)	Avatar CWS / Progress Notes	► S►	

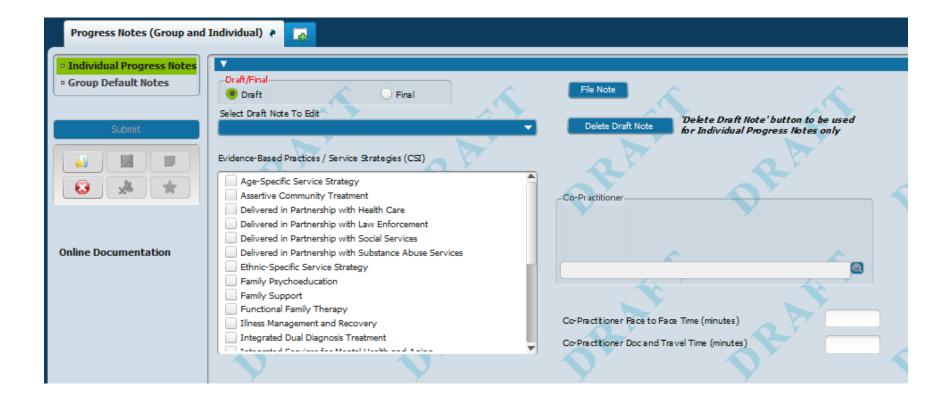
- 1. In Search Forms, type "progress notes"
- 2. Select "Progress Notes (Group and Individual)"
- 3. Enter the Client and Episode
- 4. Enter the service and clinical information as you normally would

Progress Notes (Group and	l Individual) 🔹 🌉	
Individual Progress Notes     Group Default Notes      Submit	Select Client	Group Name or Number
	Progress Note Entry Progress Note For	Note Addresses Which Existing Service/Appointment
Online Documentation	Existing Service     Existing Appointment     Independent Note     New Service      File Note	Note Type User To Send Co-Sign To Do Item To
	Notes Field 😡	











- 7. Scroll all the way to the bottom of the page to the "Add-On Services" field
- 8. Select the correct Add-On Service(s)
- 9. Enter the Add-On Duration
- 10. If adding more than one, click "Save Add-On Service"
- 11. You can also Edit or Remove an Add On Service (at the very bottom)

Progress Notes (Group and	Individual) 🕴 📑			
• Individual Progress Notes	<b>~ `</b>	<u> </u>		📣 '
• Group Default Notes	▼			
	Add-On Service		Add-On Service Notes	A
Submit	<b></b>			- D7
	Add-On Duration			-
	Save Add-On Service			
	Selected Add-On Services			
		<b>^</b> [	2	
Online Documentation			-	
	Select Add-On Service Entry to Edit/Remov	Ae and a second s		
	Remove Add-On Service			



### **Entering Modifiers**

#### (Progress note or service must already be entered)

	Close Open Clients	Search edit se	Forms	
Name	Menu Path		orms	ф
Edit Service Information	Avatar PM / Services / Ancillary/Ambulatory Services	s		

- 1. In Search Forms, type "edit"
- 2. Select "Edit Service Information"
- 3. Enter the Client and Episode
- 4. Click "Select Service(s) To Edit"
- 5. Enter the Start and End Dates
- 6. Click "Select Service(s) to Edit"

Edit Service Information	
• Edit Service Information	▼
Submit	Client ID TESTCLIENT, SUMMARY (1)
	Episode Number       Service End Date         Episode # 3 Admit : 06/13/2013 Discharge : None       Program     Service Selection Default All None
Online Documentation	Select Service(s) To Edit



- 7. Scroll halfway down the page to the "Modifiers" field
- 8. Enter the correct Modifier(s)
- 9. If entering more than one modifier, separate with commas and do not include spaces

Edit Service Information 🐐 🕞		
• Edit Service Information		
Submit	-	
	Facility Location Address - Street Facility Location Zip Code Facility Location City	
Online Documentation	Facility Location State	



### Avatar Resources

For more information

For full Avatar User Manuals please visit: https://www.sfdph.org/dph/comupg/oservices/mentalHlth/B HIS/avatarUserDocs.asp

Avatar Training videos can be found at: <a href="https://vimeo.com/avatarhelpdesk">https://vimeo.com/avatarhelpdesk</a>

If you need further assistance, please contact the Avatar Help Desk by: Phone: (415) 255-3788 or

Email: AvatarHelp@sfdph.org



### **Additional Resources**

CalAIM Questions: <u>bhscalaim@sfdph.org</u>

Billing Questions: <u>https://forms.office.com/pages/responsepage.aspx?id=z8LVIj7OPUSaf9\_MAj</u> <u>H3P8mPnUja5dJCojwI49PLjhJUOTUzM0dYMVhUUEhVSVkwWjdZVjlQSkINQi4</u> <u>u</u>

Epic Migration Questions: <u>https://forms.office.com/g/D4dtvvBvB0</u>

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