



San Francisco Health Network
Behavioral Health Services

San Francisco Department of Public Health

Avatar Entering Add On Codes and Modifiers

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Introduction

This document is not meant to be a comprehensive guide to Avatar nor a comprehensive guide to CPT/HCPSC 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)

Close Open Clients

progress Notes (a)

| Name | Menu Path |
|---------------------------------------|-----------------------------|
| Progress Notes (Group and Individual) | Avatar CWS / Progress Notes |

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 Individual)

Individual Progress Notes
Group Default Notes

Submit

Select Client

Select Episode

Progress Note Entry

Progress Note For

☐ Existing Service ☐ Existing Appointment
☐ Independent Note ☐ New Service

File Note

Notes Field

Group Name or Number

Note Date

Select Note To Edit

Note Addresses Which Existing Service/Appointment

Note Type

User To Send Co-Sign To Do Item To

Online Documentation



Add On Codes (continued)

Progress Notes (Group and Individual)

Individual Progress Notes
Group Default Notes

Submit

Online Documentation

Date Of Service: T Y

Service Program:

Service Charge Code:

Location:

Practitioner Face to Face Time (minutes):

Practitioner Doc and Travel Time (minutes):

Practitioner:

Select T.P. Version:


Select T.P. Item Note Addresses:

Clear 'Note Addresses Which Treatment Plan Problem' Text:

Note Addresses Which Treatment Plan Problem:









Add On Codes (continued)

Progress Notes (Group and Individual) 

Individual Progress Notes
Group Default Notes

Submit

Online Documentation

Draft/Final
☒ Draft ☐ Final

File Note

Select Draft Note To Edit

Delete Draft Note *'Delete Draft Note' button to be used for Individual Progress Notes only*

Evidence-Based Practices / Service Strategies (CSI)

- ☐ Age-Specific Service Strategy
- ☐ Assertive Community Treatment
- ☐ Delivered in Partnership with Health Care
- ☐ Delivered in Partnership with Law Enforcement
- ☐ Delivered in Partnership with Social Services
- ☐ Delivered in Partnership with Substance Abuse Services
- ☐ Ethnic-Specific Service Strategy
- ☐ Family Psychoeducation
- ☐ Family Support
- ☐ Functional Family Therapy
- ☐ Illness Management and Recovery
- ☐ Integrated Dual Diagnosis Treatment
- ☐ Integrated Services for Mental Health and Autism

Co-Practitioner

Co-Practitioner Face to Face Time (minutes)

Co-Practitioner Doc and Travel Time (minutes)



Add On Codes (continued)

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)

The screenshot displays the 'Progress Notes (Group and Individual)' interface. On the left sidebar, there are tabs for 'Individual Progress Notes' (selected) and 'Group Default Notes'. Below these are a 'Submit' button and a set of icons for favorite, print, and other actions. The main content area is titled 'Add-On Services' and contains the following fields:

- Add-On Service:** A dropdown menu.
- Add-On Duration:** A text input field.
- Save Add-On Service:** A blue button.
- Selected Add-On Services:** A large text area for listing services.
- Select Add-On Service Entry to Edit/Remove:** A dropdown menu.
- Remove Add-On Service:** A blue button.
- Add-On Service Notes:** A large text area for additional notes.

The interface also includes a link to 'Online Documentation' on the left and a 'DRAFT' watermark across the background.



Entering Modifiers

(Progress note or service must already be entered)

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”

The screenshot shows the 'Edit Service Information' form. On the left is a sidebar with a 'Submit' button and three icons. The main form area has a 'Client ID' field containing 'TESTCLIENT,SUMMARY (1)'. Below it is an 'Episode Number' section with 'Episode # 3', 'Admit : 06/13/2013', 'Discharge : None', and a 'Program' dropdown. To the right are 'Service Start Date' and 'Service End Date' fields, each with a date picker. Below these is a 'Service Selection Default' section with radio buttons for 'All' and 'None'. At the bottom right is a button labeled 'Select Service(s) To Edit', which is highlighted by a red arrow.



Add On Codes (continued)

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

The screenshot shows a web form titled "Edit Service Information". On the left sidebar, there is a "Submit" button and a section for "Online Documentation" with several icons. The main form area contains the following fields:

- Facility Location Address - Street (text input)
- Facility Location Zip Code (text input)
- Facility Location City (text input)
- Facility Location State (dropdown menu)
- Modifiers (text input, circled in red with a yellow lightbulb icon)



Avatar Resources

For more information

For full Avatar User Manuals please visit:

<https://www.sfdph.org/dph/comupg/oservices/mentalHlth/BHIS/avatarUserDocs.asp>

Avatar Training videos can be found at:

<https://vimeo.com/avatarhelpdesk>

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:

bhscalaim@sfdph.org

Billing Questions:

https://forms.office.com/pages/responsepage.aspx?id=z8LVlj7OPUSaf9_MAjH3P8mPnUja5dJCojwL49PLjhJUOTUzM0dYMVhUUEhVSVkwWjdZVjlQSkINQi4u

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

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