

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► | |

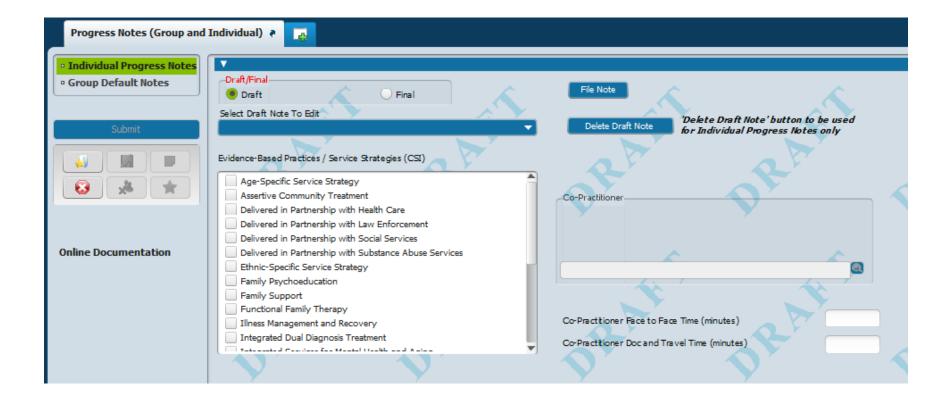
- 1. In Search Forms, type "progress notes"
- 2. Select "Progress Notes (Group and Individual)"
- 3. Enter the Client and Episode
- 4. Enter the service and clinical information as you normally would

| 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 | ~ ` | <u> </u> | | 📣 ' |
| • Group Default Notes | ▼ | | | |
| | Add-On Service | | Add-On Service Notes | A |
| Submit | | | | - D7 |
| | Add-On Duration | | | - |
| | | | | |
| | Save Add-On Service | | | |
| | Selected Add-On Services | | | |
| | | ^ [| 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: 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: <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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