

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►	

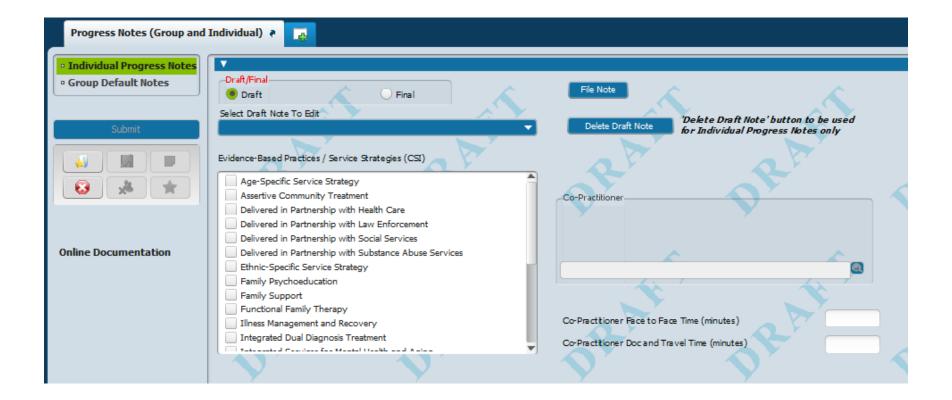
- 1. In Search Forms, type "progress notes"
- 2. Select "Progress Notes (Group and Individual)"
- 3. Enter the Client and Episode
- 4. Enter the service and clinical information as you normally would

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>

SOC contacts:

- •A/OA: Tommy Williams thomas.m.williams@sfdph.org
- •TAY: Kali Cheung kali.cheung@sfdph.org
- •CYF: Heather Clendenin LeMoine heather.clendenin.lemoine@sfdph.org
- •SUD: Erik Dubon erik.dubon@sfdph.org
- Psychiatry: Lisa Inman <u>lisa.inman@sfdph.org</u>