Change Program/Admission Date

In the event that you need to change the admission date of an episode, you can do that using the form Change Program/Admission Date. **You should not use this form to change the program, as this is better handled through a different form.** This is a supervisory function, and if you do not have supervisory access in Avatar you will not be able to see this option. You can find this form by searching for it in the Forms and Data widget.

Finding the form

From this form, you can change the admission date. **You should not use this form to change program (RU) associated with the episode. This is best done using another form.** First, select the client. Then, select the episode. The rest of the fields will become active. Use the field “New Admission Date” to enter the corrected date of admission.
Changing the admission date

When you are finished, click the “Submit” button on the left of the form. Your changes will be saved.

Some important things to note:

Changing the admission date to a date that is after the first service will result in the following error message

It is recommended that you do not continue, as this will cause billing errors.