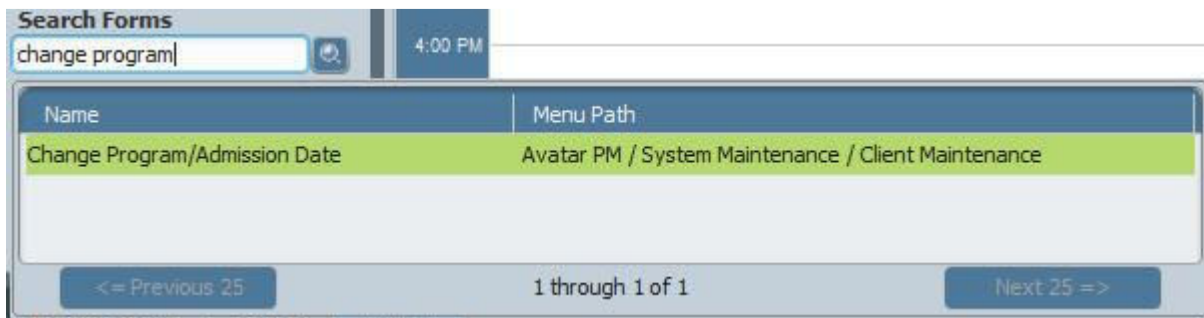


Change Program/Admission Date

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

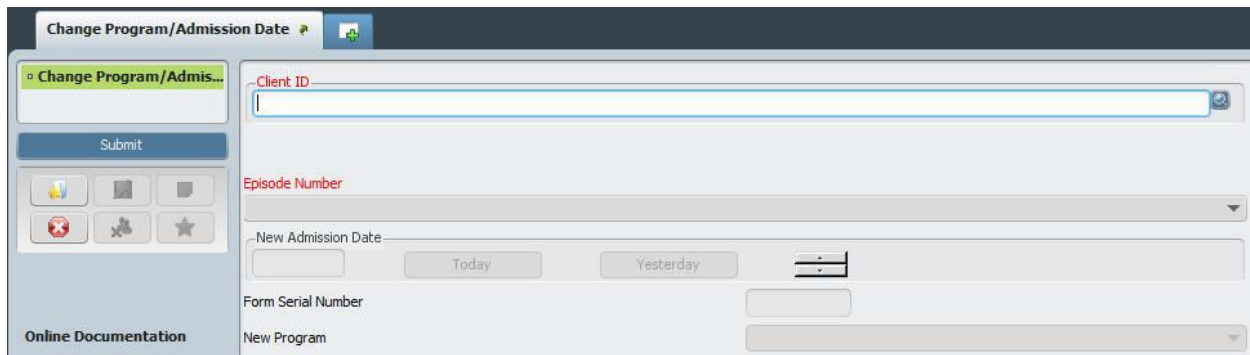


The screenshot shows a search interface with a search bar containing 'change program' and a magnifying glass icon. To the right, the time is 4:00 PM. Below the search bar is a table with two columns: 'Name' and 'Menu Path'. The table contains one row with the following data:

Name	Menu Path
Change Program/Admission Date	Avatar PM / System Maintenance / Client Maintenance

At the bottom of the table, there are navigation buttons: '<= Previous 25', '1 through 1 of 1', and 'Next 25 =>'.

Finding the form



The screenshot shows the 'Change Program/Admission Date' form. The form has a dark header bar with the title 'Change Program/Admission Date'. On the left side, there is a sidebar with a 'Submit' button and several icons. The main form area contains the following fields:

- Client ID:** A text input field.
- Episode Number:** A dropdown menu.
- New Admission Date:** A date selection field with buttons for 'Today' and 'Yesterday'.
- Form Serial Number:** A text input field.
- New Program:** A dropdown menu.

At the bottom left of the sidebar, there is a link for 'Online Documentation'.

Change Program/Admission Date 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.

Enter the new admission date here

DO NOT use this drop down menu for changing programs! This is done with another form

Client ID
CLIENT, SAMPLE (999034091)

Episode Number
Episode # 1 Admit 09/30/2013 Discharge : None Program : RAMS Paes Counseling Services OP (38C63)

New Admission Date
Today Yesterday

Form Serial Number

New Program

Changing the admission date

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

Change Program/Admission

Change Program/Admission...

Submit

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

Avatar 2011 - Change Admission Date

Service(s) exist prior to the New Admission Date for this episode.

Are you sure you want to continue?

Yes No

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