

Avatar Hot Topics of Go Live - Week 1

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Overview

Important information, revisions, and tips from the first week of Go Live in the Intellectual Disabilities Program.

Applicable Staff

All Avatar users.

Usage

Adding Clients to My Clients

This procedure is used to add clients to your My Clients section in the Home View. Clients added in this manner will remain there after you log out so you need not add them in each session. Open the **Adding Clients to My Clients** form and select the client you wish to add. In the next screen, search for your name (or your staff member's name if completing this process on their behalf) and click Submit. The client will remain in the My Clients section of the widget until removed. For full details of using the form, please see this article. [Using the My Clients Widget](#)

Leave History Report

Shows all leaves that occurred in the specified date range

For full details of the report, please see this article. [Leave History Report](#)

IDS Progress Note Review Report

A report to display all progress notes created by specific date range and unit. Select the desired date range and as many units as desired. Click Process to create the report.

The report shows all notes by program, client, and episode. Click any blue hyperlink to display the entire note if desired.

IDS_note_review_v1.rpt

Preview

- CLAO004 - 3065 HARMENING AVE
- CLAO209 - 981 LILAC ST

Show results for specific units by selecting here

All blue links will open the original complete Note when clicked

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IDS Progress Note Review Report
Dates of Service From: 8/1/2016 Through: 8/4/2016 (Based on Start Date of Service)

Program: CLAO004 - 3065 HARMENING AVE

Date of Service: 8/1/2016	End Date: 8/1/2016	Client ID: 30039700	Client Name: RICHARD	Episode: 1
Service Start Time: 12:00 AM	Service End Time: 08:00 AM	Service Description: ID Residential Shift 3 - Overnight	Duration: 480	Extra Time (Minutes):
Service Charge Code: 13	Note Type: ID Residential Shift Note	Draft / Final: Final		
Practitioner: NJOBU, GERTRUDE				

Date of Service: 8/1/2016	End Date: 8/1/2016	Client ID: 30039700	Client Name: RICHARD	Episode: 1
Service Start Time: 03:00 PM	Service End Time: 10:30 PM	Service Description: ID Residential Shift 2 - Evening	Duration: 450	Extra Time (Minutes):
Service Charge Code: 12	Note Type: ID Residential Shift Note	Draft / Final: Final		
Practitioner: MORAN, JUSTIN				

For full details of using the report, please see this article. [IDS Progress Note](#)

Draft to Final Note Completion

Full time staff will have 24 hours to return to all draft notes and complete them for the previous day. Casual staff that will not return for 24 hours or more will alert their designated supervisor/staff person, who will then return to the draft note(s) and complete them within 24 hours.

When saving a note as a Draft, it must always be Filed or all data will be lost. To access the draft, first open the Progress Note form, select the Client and Episode you wish to enter data for, then select the Draft note from the drop down titled "Select Draft Note to Edit".

When the note is complete and ready to be finalized, select Final and File Note. For complete instructions on using the IDS Progress Note, see this article. [IDS Progress Note](#)

Note Voiding Processes

Follow the HIM specified process for requesting deletion of a note. At a minimum, HIM must be given the following information:

Client ID #

Episode

Date of the Note (for Overnight notes that will be completed after 12 AM, please specify the census date that the note applies to (Overnight Shift Note filed on 8/2/16 for Day 8/1/16)

Staff Member that filed the note

For full details of the process, please see this article (COMING SOON!)

Leave Time Processes

Complete a Leave for any client who will not be in the residence. Complete a Return From Leave when the client returns. Record all times accurately in real time whenever possible. For full details of the Leave Process, please see this article. [Leaves](#)

Verifying Census

Supervisors/Directors will verify their unit's census daily to verify the accuracy of all residential charges that will be billed. Open the Verify Unit Census form and select the "Current Census Crystal Report". Ensure all information is accurate then verify the census by selecting the date range and units you wish to verify. Other checked units for the date range may be present, and can be left checked unless you are

reversing a previous verification be selecting No for the Census Verified Y/N function.

For complete details of verifying the unit census for residential programs, please see this article. [Verify Census](#)

Choosing Correct Episode of Care

Choosing the correct episode of care is crucial in nearly all forms. It will be displayed in several ways depending on the type of form:

or

or

In all cases, selecting the correct episode is imperative to having a complete and accurate medical record. If you cannot find information or options pertinent to the service you are recording, please verify that the episode you are currently in is the correct one before submitting or finalizing a document. Many options in forms are displayed according to the episode.

Tips & FAQ

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Posted by: John Cookson - Thu, Aug 4, 2016 at 4:40 PM. This article has been viewed 5437 times.

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