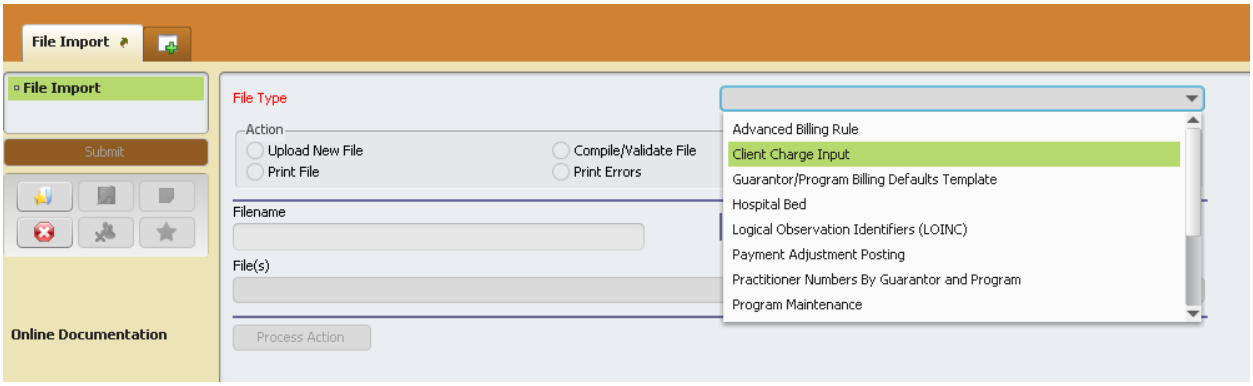
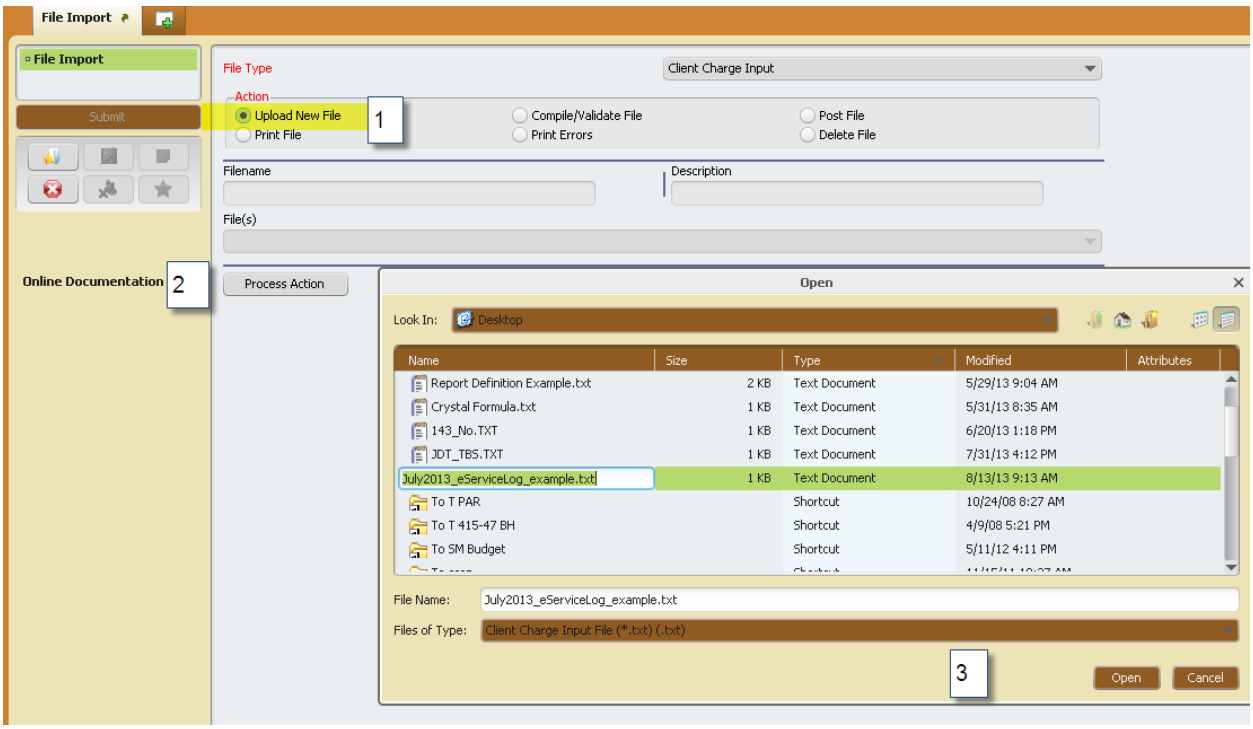
How to import a service data to Avatar:

A service data can be imported to Avatar instead of being entered via CWS progress note, Client (recurring) charge input. To do so, the all required fields are to be included following the service data layout. The client charge input data layout and its example are found in [T:\415_417-BH\415_417-ADMIN\PAR\Avatar_servicelog\MyAvatar_ServiceLog_example.xls]

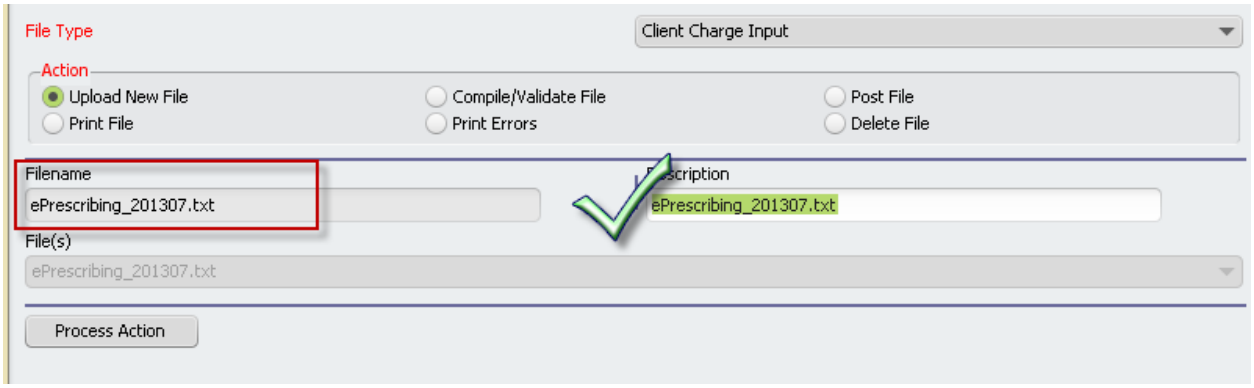
Step 1. Open the File Import and select Client Charge input



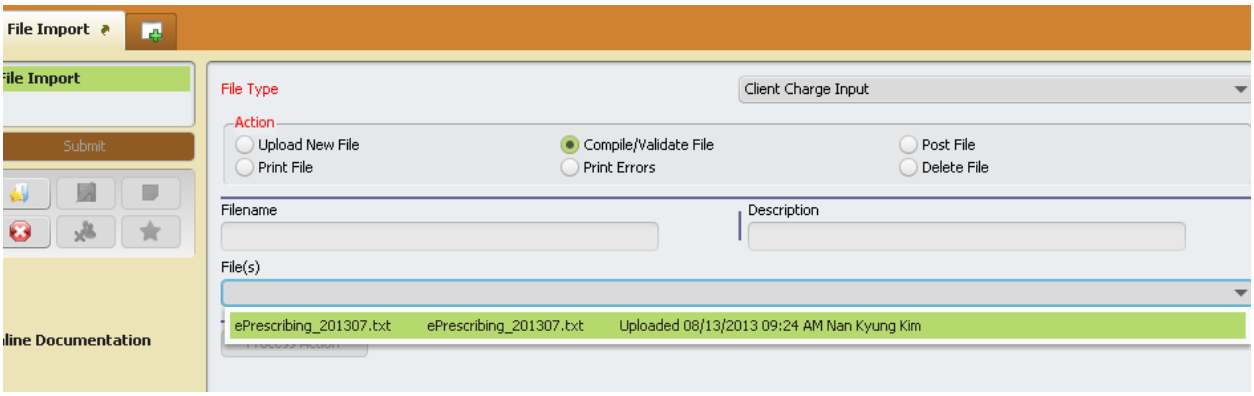
Step 2. Locate the file to import



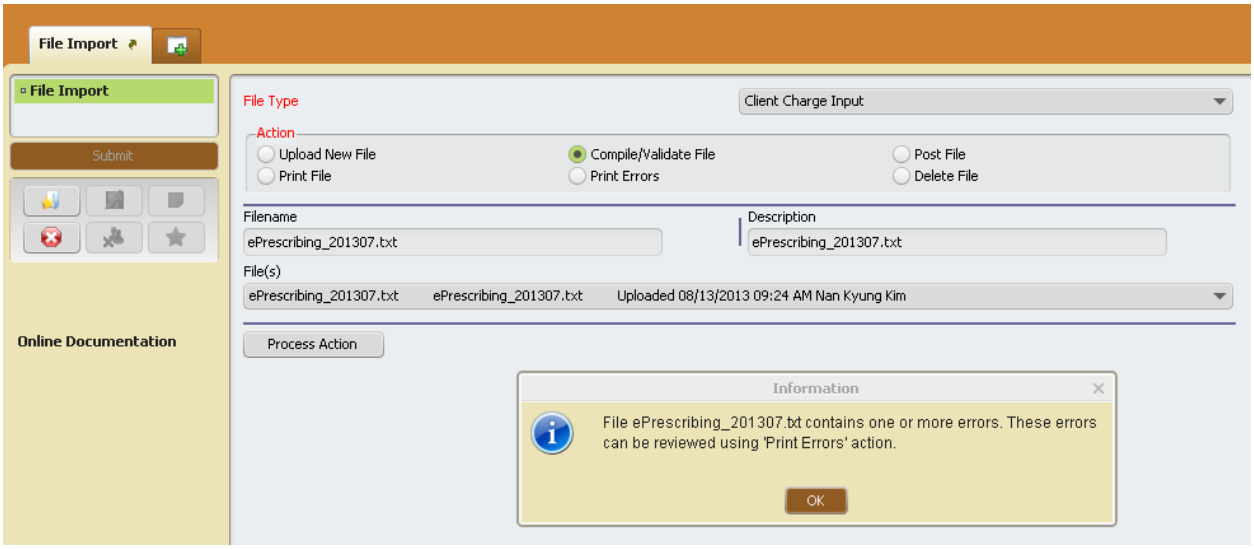
Step3. Confirmed that the correct file was selected



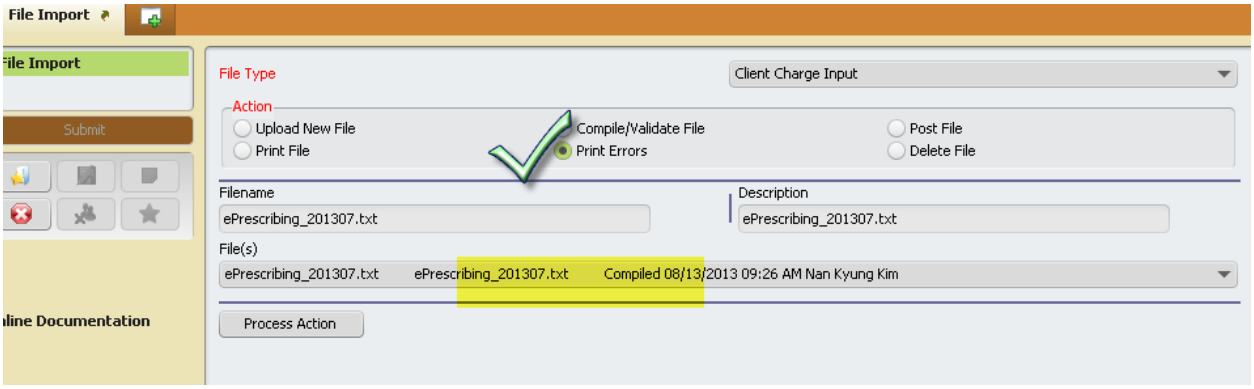
Step 4. Select Compile/Validate Files



Step 5. Stating that the file contains an error



Step 6. Review the error report



File: ePrescribing_201307.txt

File Status: Compiled

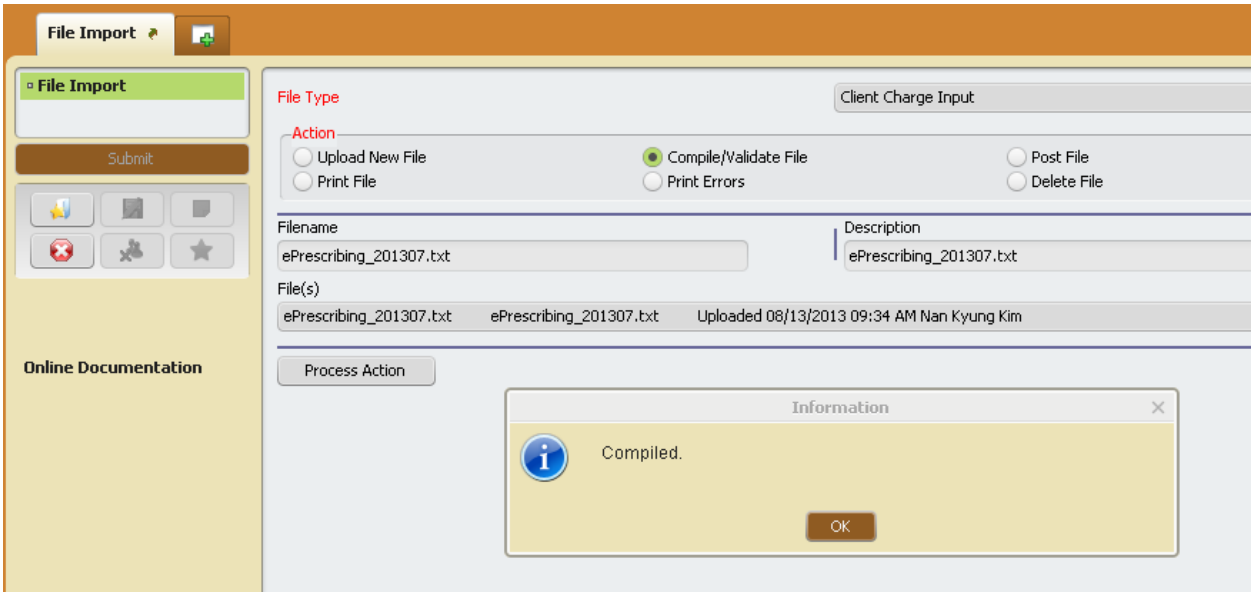
Line # 1			
1	Date Of Service	7172013	Invalid date or format
Line # 2			
1	Date Of Service	7162013	Invalid date or format
Line # 3			

Step 7. Fix the error in Text file

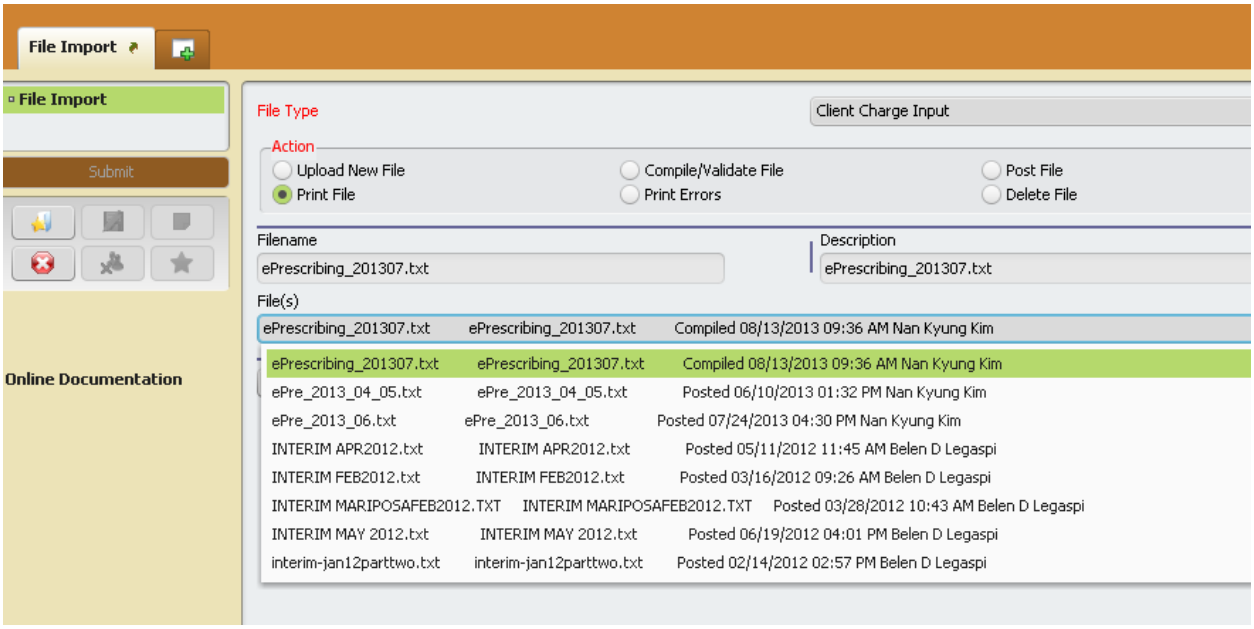
You may have to open them in Excel to fix the error… or sometime starting from the step 1 is the easiest and fastest solution.

Step 8. Delete the erred compile

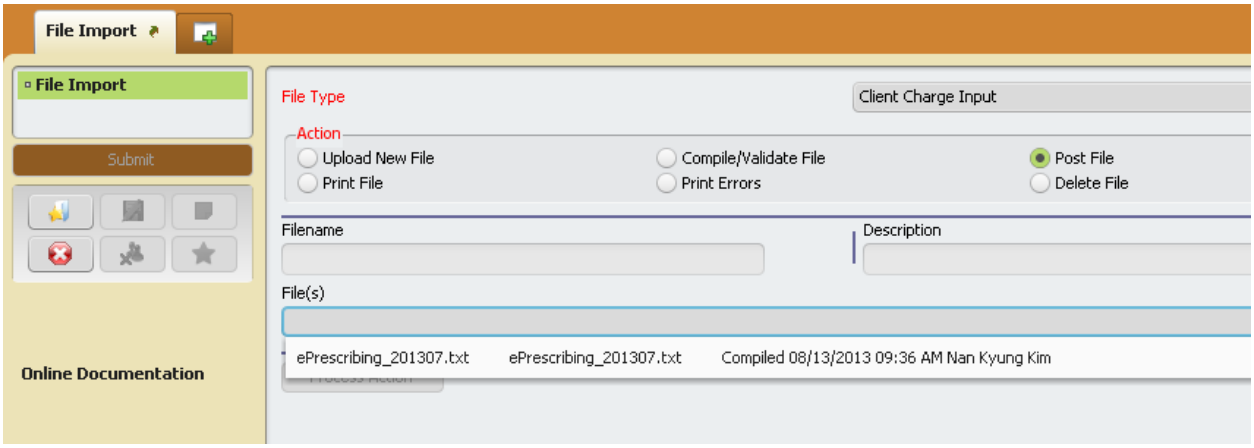
Step 9. Repeat Step 2 through Step 8 until the file imported has no error.



Step 10: print file to view to review the layout and contents of a few services



Step 11: Post file



Step 12. After all done, run UOS summary report to confirm the units

Units of Service Summary Report

This report shows total Units of services by service code for the program selected during reporting time period. Total entry is the total number of occurances for Residential and/or Day treatment program and, Total UOS (units of services in minutes) is for outpatient programs (including Methadone).

Report Date: 8/13/2013

26ASOCMED : AS Monterey Med Support

Service Date: 6/1/2013 To 6/30/2013 Entry Date: 6/1/2013 To 8/13/2013

Service Code	Name	Total Entry	Total UOS
301	Linkage/Brokerage	40	1,397
330	Non Billable Activity	22	189
361	Medication Support	69	2,418
365	Medication Support Conference	7	80
561	Electronic Prescribing	4	4