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 <u>T:\415_417-BH\415_417-</u> <u>ADMIN\PAR\Avatar_servicelog\MyAvatar_ServiceLog_example.xls</u>

File Import 🛛 4 • File Import File Type • Action Advanced Billing Rule Upload New File Compile/Validate File Client Charge Input Print File Print Errors Guarantor/Program Billing Defaults Template Hospital Bed Filename Logical Observation Identifiers (LOINC) 😧 🤞 * Payment Adjustment Posting File(s) Practitioner Numbers By Guarantor and Program Program Maintenance **Online Documentation**

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

Step 2. Locate the file to import

File Import 🔹 📑							
• File Import	File Type		Client Charge Input			•	
Submit	Upload New File Print File	Compile/Validate File Print Errors		OPost File			
	Filename		Description			_	
	File(s)					-	
Online Documentation 2	Process Action			Open			×
		Look In: 🞯 Desktop			Ψ.	J 💩 🧃	
		Name	Size	Туре 💌	Modified	Attrib	outes
		Report Definition Example.txt	2 KB	Text Document	5/29/13 9:04 AM		^
		😭 Crystal Formula.txt	1 KB	Text Document	5/31/13 8:35 AM		
		143_No.TXT	1 KB	Text Document	6/20/13 1:18 PM		
		TBS.TXT	1 KB	Text Document	7/31/13 4:12 PM		
		July2013_eServiceLog_example.txt	1 KB	Text Document	8/13/13 9:13 AM		
		😭 To T PAR		Shortcut	10/24/08 8:27 AM		
		🚰 To T 415-47 BH		Shortcut	4/9/08 5:21 PM		
		🚰 To SM Budget		Shortcut	5/11/12 4:11 PM		
				~L	1121521 10:07 AM		
		File Name: July2013_eServiceLog_example	e.txt				
		Files of Type: Client Charge Input File (*.txt)	(.txt)				*
					3	Open	Cancel

Step3. Confirmed that the correct file was selected

File Type	(Client Charge Input	•
Action Upload New File Print File	Compile/Validate File	 Post File Delete File 	
Filename ePrescribing_201307.txt File(s)		ePrescribing_201307.txt	
ePrescribing_201307.txt Process Action			~

Step 4. Select Compile/Validate Files

File Import 🔹 📑				
ile Import	File Type		Client Charge Input	•
Submit	Action Upload New File Print File	Compile/Validate File Print Errors	O Post File Delete File	
	Filename		Bescription	
	File(s)			•
line Documentation	ePrescribing_201307.txt	ePrescribing_201307.txt Uploaded 08/13/20	013 09:24 AM Nan Kyung Kim	

Step 5. Stating that the file contains an error

• File Import	File Type	Clien	t Charge Input	•
Submit	Action Upload New File Print File	 Compile/Validate File Print Errors 	O Post File Delete File	
	Filename ePrescribing_201307.txt File(s)	Des	cription escribing_201307.txt	
Online Documentation	ePrescribing_201307.txt ePres	scribing_201307.txt Uploaded 08/13/2013 09:	24 AM Nan Kyung Kim	•
		File ePrescribing_20130 can be reviewed using 'F	Information × 17 bt contains one or more errors. These errors Print Errors' action.	

Step 6. Review the error report

File Import 🔹 🛃				
ile Import	File Type		Client Charge Input	•
Submit	Action Upload New File Print File	Compile/Validate File Print Errors	O Post File O Delete File	
	Filename	V	Description	
😣 🔺 🖌	ePrescribing_201307.txt		ePrescribing_201307.txt	
	File(s)			
line Documentation	ePrescribing_201307.txt Process Action	ePrescribing_201307.txt Compiled 08/13/20:	13 09:26 AM Nan Kyung Kim	•

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

File Import 🔹 📑			
• File Import	File Type		Client Charge Input
Submit	Action Upload New File Print File	Compile/Validate File Print Errors	 Post File Delete File
	Filename ePrescribing_201307.txt		Prescription Prescribing_201307.txt
	File(s) ePrescribing_201307.txt	ePrescribing_201307.txt Uploaded 08/13/20	013 09:34 AM Nan Kyung Kim
Online Documentation	Process Action		

File Import 🔹 💽			
• File Import	File Type	Client	Charge Input
Submit	Action Upload New File Print File	Compile/Validate File Print Errors	O Post File Delete File
	Filename ePrescribing_201307.txt	Descr	iption scribing_201307.txt
	File(s) ePrescribing_201307.txt	ePrescribing_201307.txt Uploaded 08/13/2013 09:3	4 AM Nan Kyung Kim
Online Documentation	Process Action	Information	×
		Compiled.	
		OK	

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

File Import 🔹 🙀					
• File Import	File Type			Client Charge Input	
Submit	Action Upload New File Print File	0 C 0 P	ompile/Validate File rint Errors	O Post File Delete File	
	Filename ePrescribing_201307.txt			Pescription ePrescribing_201307.txt	
	ePrescribing_201307.txt	ePrescribing_201307.txt	Compiled 08/13/20:	13 09:36 AM Nan Kyung Kim	
Online Documentation	ePrescribing_201307.txt ePre_2013_04_05.txt ePre_2013_06.txt INTERIM APR2012.txt INTERIM FEB2012.txt INTERIM MARIPOSAFEB20 INTERIM MAY 2012.txt interim-jan12parttwo.txt	ePrescribing_201307.txt ePre_2013_04_05.txt INTERIM APR2012.txt INTERIM FEB2012.txt 12.TXT INTERIM MARIPOS INTERIM MAY 2012.txt interim-jan12parttwo.txt	Compiled 08/13/20 Posted 06/10/201 Posted 07/24/2013 04 Posted 05/11/201 Posted 03/16/2013 AFEB2012.TXT Post Posted 06/19/2012 Posted 02/14/2012	013 09:36 AM Nan Kyung Kim 3 01:32 PM Nan Kyung Kim 4:30 PM Nan Kyung Kim 12 11:45 AM Belen D Legaspi 2 09:26 AM Belen D Legaspi ed 03/28/2012 10:43 AM Belen D Legaspi 12 04:01 PM Belen D Legaspi 2 02:57 PM Belen D Legaspi	

Step 11: Post file

File Import 🔹 📑			
• File Import	File Type		Client Charge Input
Submit	Action Upload New File Print File	Compile/Validate File	Post File Delete File
	Filename		Description
	File(s)		
Online Documentation	ePrescribing_201307.txt	ePrescribing_201307.txt Compiled 08/13/2	2013 09:36 AM Nan Kyung Kim

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	<u>Total Entry</u>	<u>Total UOS</u>
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