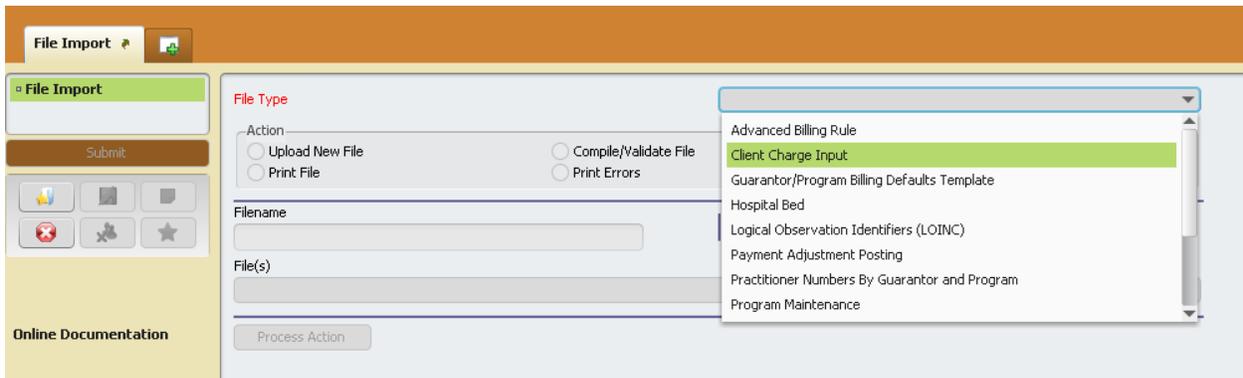


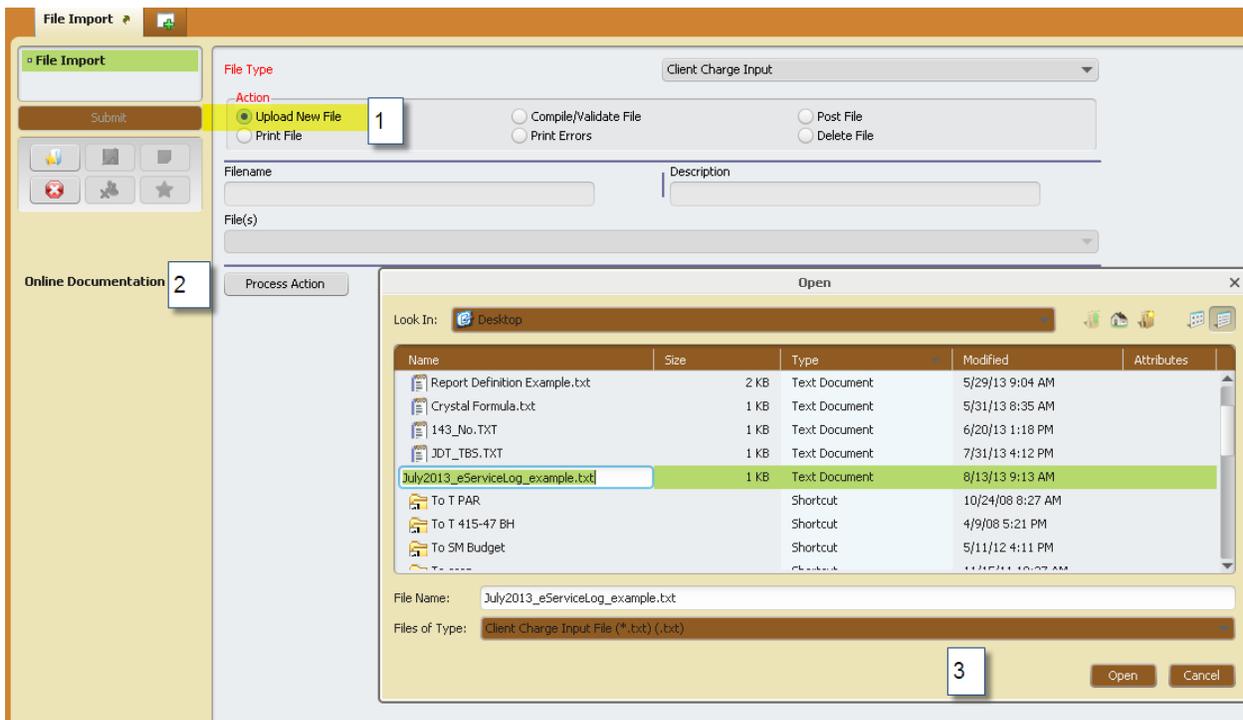
How to import a service data to Avatar:

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](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

File Type: Client Charge Input

Action:

- Upload New File
- Compile/Validate File
- Post File
- Print File
- Print Errors
- Delete File

Filename: ePrescribing\_201307.txt

Description: ePrescribing\_201307.txt

File(s): ePrescribing\_201307.txt

Process Action

Step 4. Select Compile/Validate Files

File Import

File Type: Client Charge Input

Action:

- Upload New File
- Compile/Validate File
- Post File
- Print File
- Print Errors
- Delete File

Filename:

Description:

File(s):

- ePrescribing\_201307.txt
- ePrescribing\_201307.txt
- Uploaded 08/13/2013 09:24 AM Nan Kyung Kim

Step 5. Stating that the file contains an error

File Import

File Type: Client Charge Input

Action:

- Upload New File
- Compile/Validate File
- Post File
- Print File
- Print Errors
- Delete File

Filename: ePrescribing\_201307.txt

Description: ePrescribing\_201307.txt

File(s):

- ePrescribing\_201307.txt
- ePrescribing\_201307.txt
- Uploaded 08/13/2013 09:24 AM Nan Kyung Kim

Process Action

Information

File ePrescribing\_201307.txt contains one or more errors. These errors can be reviewed using 'Print Errors' action.

OK

## Step 6. Review the error report

**File Import**  

**File Import**

Submit

**File Type** Client Charge Input

**Action**

Upload New File  Compile/Validate File  Post File

Print File  Print Errors  Delete File

Filename: ePrescribing\_201307.txt Description: ePrescribing\_201307.txt

File(s): ePrescribing\_201307.txt ePrescribing\_201307.txt Compiled 08/13/2013 09:26 AM Nan Kyung Kim

Process Action

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**

Submit

**File Type** Client Charge Input

**Action**

Upload New File  Compile/Validate File  Post File

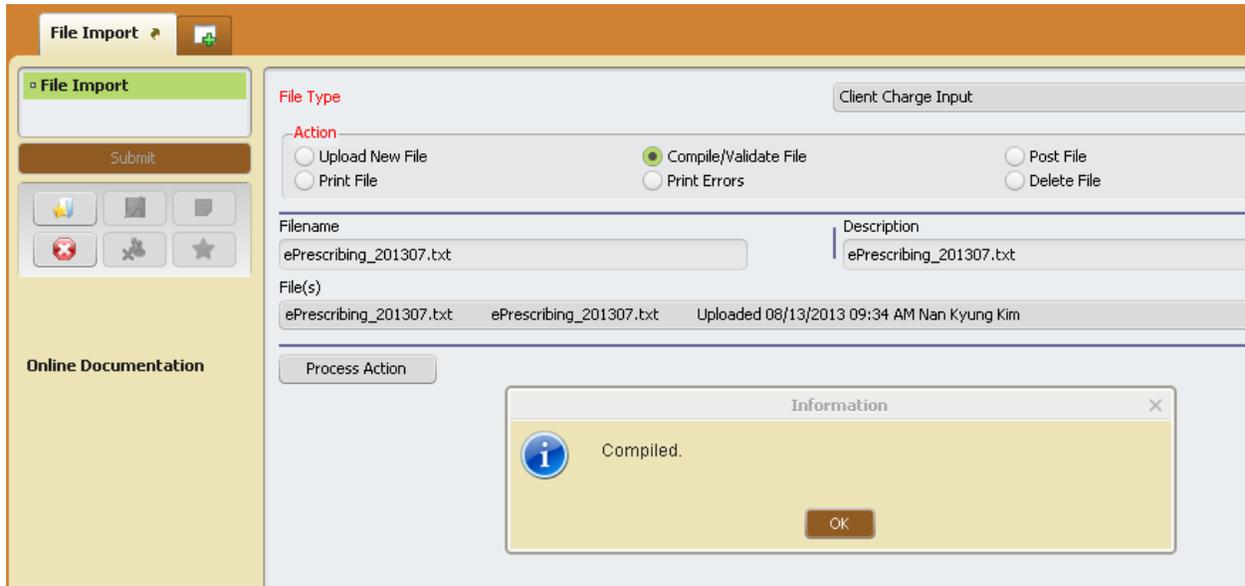
Print File  Print Errors  Delete File

Filename: ePrescribing\_201307.txt Description: ePrescribing\_201307.txt

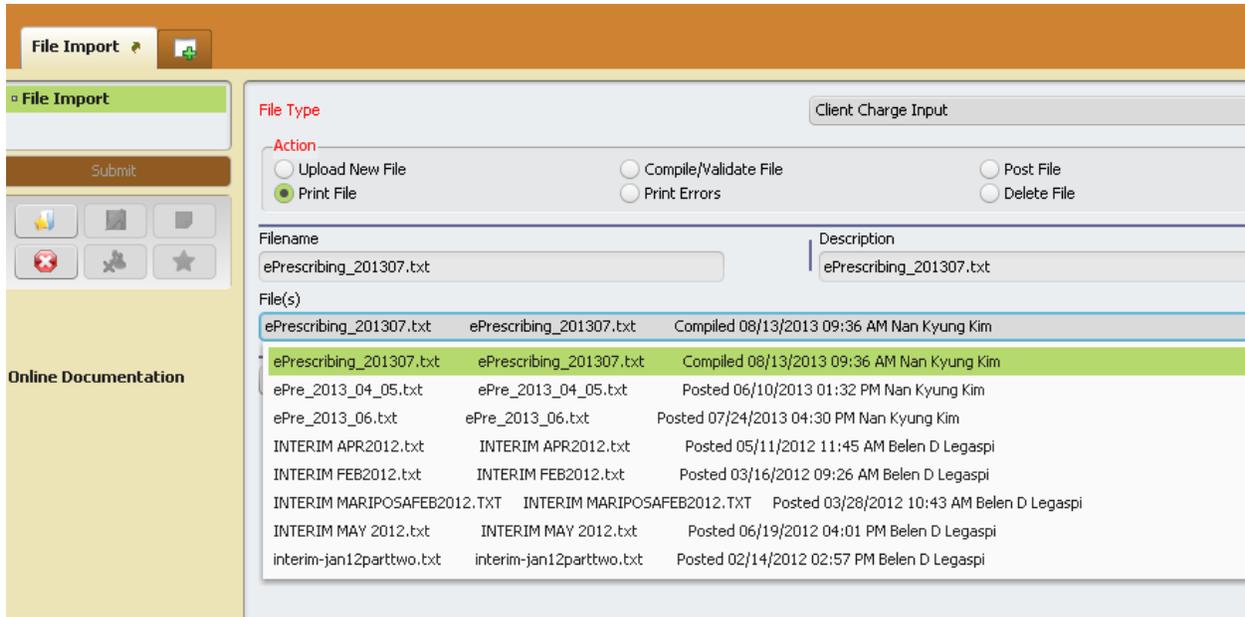
File(s): ePrescribing\_201307.txt ePrescribing\_201307.txt Uploaded 08/13/2013 09:34 AM Nan Kyung Kim

Process Action

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

**File Import**

File Type: Client Charge Input

Action:

- Upload New File
- Compile/Validate File
- Post File
- Print File
- Print Errors
- Delete File

Filename: \_\_\_\_\_ Description: \_\_\_\_\_

File(s):

ePrescribing_201307.txt	ePrescribing_201307.txt	Compiled 08/13/2013 09:36 AM Nan Kyung Kim
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Online Documentation

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 occurrences 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

<b>26ASOCMED : AS Monterey Med Support</b>			
Service Date: 6/1/2013 To 6/30/2013		Entry Date: 6/1/2013 To 8/13/2013	
<u>Service Code - Name</u>	<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	