



Division of Public and Behavioral Health Policy & Procedure

Control #	Rev.	Type	Title	Effective Date	Page
			Ambulatory Progress Notes	date	1 of 4

1.0 Policy

It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA), to collect items including admission and discharge data.

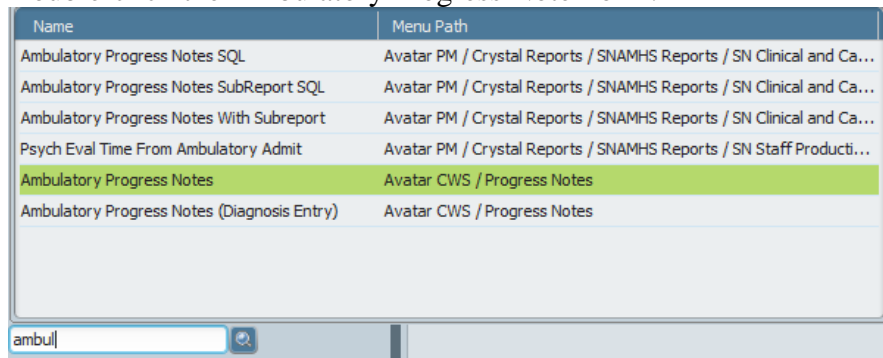
All providers must document progress notes for all services completed.

The two options for progress notes in Avatar are:

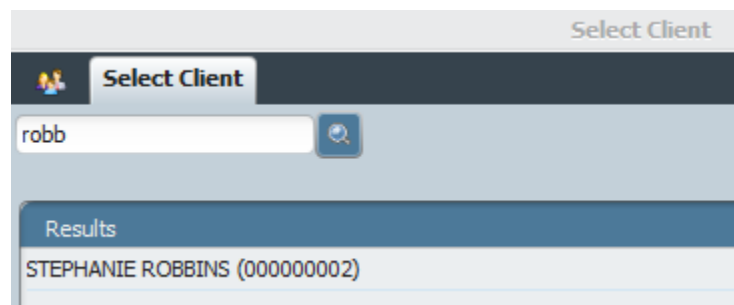
1. Ambulatory Progress Notes
2. Progress Notes (Group and Individual)

2.0 Procedure

1. In the Search Forms field, type in Ambulatory Progress Notes.
 - a. Double-click the Ambulatory Progress Note Form.



2. In the **Select Client** screen, search for client by Client ID # or Last Name.
 - a. Double-click the desired client.



3. If the client has multiple episodes, the episode selection screen will appear.



Division of Public and Behavioral Health Policy & Procedure

Control #	Rev.	Type	Title	Effective Date	Page
			Ambulatory Progress Notes	date	2 of 4

- a. Double-click on the correct episode that this progress note belongs to.
4. The Ambulatory Progress Note Form will be displayed.

5. Choose one of the following types of Ambulatory Progress Notes:
 - Existing Service
 - Existing Appointment
 - Independent Note
 - New Service

6. Choose **Date of Service** (only needed with NEW SERVICE)
 - a. T=Today
 - b. Y=Yesterday
7. Enter the **Service Charge Code** (only needed with NEW SERVICE)
 - a. These are service codes, more than likely CPT codes based on the service that was provided.
 - b. By entering this Service Charge Code on the Progress Note, the cost associated with this code will automatically be charged to the Client Ledger.**
 - c. Enter 900 for a non-billable Service Charge Code, or use an Independent Note.**
8. Choose **Service Program** (only needed with NEW SERVICE)
9. Enter **Service Duration**.
 - a. Minutes format.
10. Choose the **Note Type** from the drop-down menu.



Division of Public and Behavioral Health Policy & Procedure

Control #	Rev.	Type	Title	Effective Date	Page
			Ambulatory Progress Notes	date	3 of 4

Note Type

11. Enter **Notes** into the **Notes** field.

Notes Field
Notes here.

12. The Select Treatment Plan (T.P.) Version is not a mandatory field. If applicable, select the T.P. item note addresses.

Select T.P. Version
 T.P. Version 3.1 Mental Health

Select T.P. Item Note Addresses

Note Addresses Which Treatment Plan Problem

Clear 'Note Addresses Which Treatment Plan Problem' Text.

User To Send Co-Sign To Do Item To

13. If applicable, select the User to Send Co-Sign To Do Item To. This will notify that person that they have a to-do to complete.

14. Complete the following fields, if needed:

- Additional Service Information
- Psychotherapy Add-On Duration
- Add-On Notes
- Clinical Instructions
- Recommended Decision Aids
- Reason for Visit – Drop-down menu with problem list as the options



Division of Public and Behavioral Health Policy & Procedure

Control #	Rev.	Type	Title	Effective Date	Page
			Ambulatory Progress Notes	date	4 of 4

Additional Service Information

Clinical Instructions

Psychotherapy Add-On Duration

Add-On Notes

Recommended Decision Aids

Reason for Visit: Accidental cannabis overdose

15. When Progress Note is complete, click Submit on the upper left hand corner of the page to submit the progress note.

Chart Ambulatory Progress Note

Ambulatory Progress Note

Progress Notes

Submit

NOTE: IN THE AMBULATORY PROGRESS NOTE FORM, CLICK ON “PROGRESS NOTE” ON THE UPPER LEFT HAND SIDE OF THE PAGE. THIS IS WHERE YOU CAN PRINT PROGRESS NOTES FOR A SPECIFIC TIMEFRAME OR SPECIFIC TYPE OF NOTE.

Ambulatory Progress Note

Progress Notes

Submit

Start Date: Today Yesterday

End Date: Today Yesterday

Note Type To Display

Assessment

Case Mgt

Chart Note

Group

Print Progress Notes