



## Division of Public and Behavioral Health Policy

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### 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.

### 2.0 Procedure

Most forms in Avatar have the option to document notes via the **Sticky Notes** located on the left hand side of the form, near the **Submit** button.



1. The number "0" located to the right of the sticky note icon means there aren't any notes attached to that form.
2. In order to attach a note, click on the sticky note icon.
3. The **Notes** screen will appear.



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A screenshot of a software window titled "Avatar 2016 - Avatar 2016 - Notes". The window has a "File" menu bar. Inside, there is a large yellow rectangular area for writing notes. At the top of this area, it says "Written by STEPHANIE ROBBINS 06/19/2016 05:31 PM". At the bottom of the window, there is a status bar with a dropdown menu showing "NEW: Written by STEPHANIE ROBBINS 06/19/2016 05:31 ...", a "1 of 1" indicator, navigation arrows, and "File Note" and "Cancel" buttons.

4. Type in the note into the yellow open area.
5. Click **File Note** at the bottom of the page to save.
6. The Sticky Notes will document who and when the note was saved. This can help the clinicians, billers, front desk, etc., in tracking down information specific to certain forms.
7. The drop down list on the bottom left of the notes screen will list all notes attached to that form. Use this to locate a specific note.

The Sticky Notes can be very helpful in the following forms:

- **Financial Investigation:** to document specific history or notes regarding the client's income. Perhaps you are awaiting documents from the client.



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- **Cross Episode Financial Investigation:** to document notes regarding the waterfall. Perhaps the client has been on and off of a certain insurance company, and a quick note explaining the history is helpful to decipher the waterfall.