



Division of Public and Behavioral Health Policy

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			Appending Progress Notes (Group and Individual)		1 of 6

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.

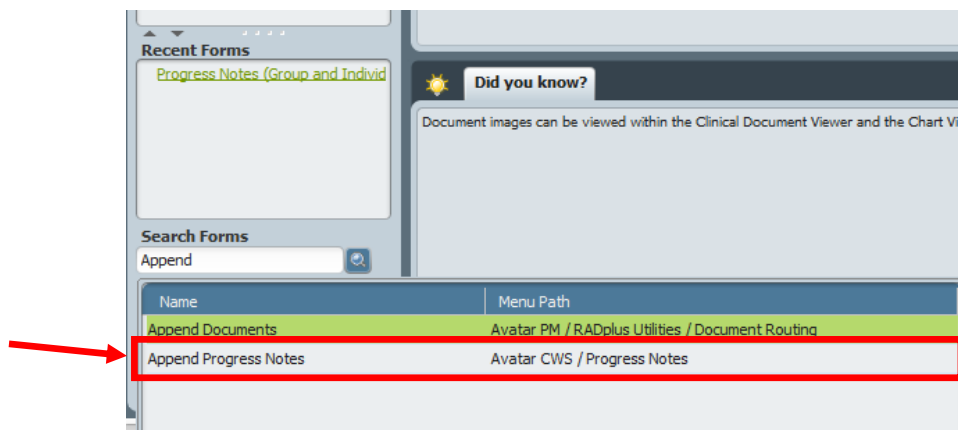
The two options for progress notes in Avatar are:

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

2.0 Procedure

NOTE: Not all users will have the security rights in Avatar to Append Progress Notes.

1. To append a progress note to an existing progress note, there must first be a progress note already attached to the client's episode.
2. In the Search Forms field, type **Append Progress Notes**.
 - a. Double-click the **Append Progress Notes** to open the form.



3. The Select Client window will appear.
 - a. Search for client by Client ID # or Last Name.
 - b. Double-click the desired client.



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Select Client

Select Client

robb

Results

STEPHANIE ROBBINS (000000002)

4. The episode selection screen will appear.
 - a. Double-click the correct episode.

Append Progress Notes

Name: STEPHANIE ROBBINS
ID: 2
Sex: Female
Date of Birth: 08/01/1995

Episode	Program
3	Residential
2	S1 Level 1 OP Adults-Indv~INACTIVE
1	S1 Assessment Adult Pre-Admit~INACTIVE

5. The appended note page will appear.



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Note Type

List of Notes

Original and Appended Notes

New Comments to Be Appended to the Original Note

6. Choose the **Note Type**.
7. Choose the note that needs to be appended from the drop-down labeled **List of Notes**.

Note Type

List of Notes

8. The original and appended notes will appear with the note date, last updated by, date and time last updated, and the note description.

Original and Appended Notes

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Note Date (Original): 07/31/2015
Last Updated by: ADMIN,SAPTA On: 07/31/2015 At: 02:21 PM
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Example of a Note.
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9. The field below is named New Comments to Be Appended to the Original Note.
 - a. This field is mandatory.



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- b. Enter a new note to be appended to the previous note.

New Comments to Be Appended to the Original Note



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Note Type: Progress Note

List of Notes: 1 - Date of note (original): 07/31/2015 Time of note (last update)

Original and Appended Notes

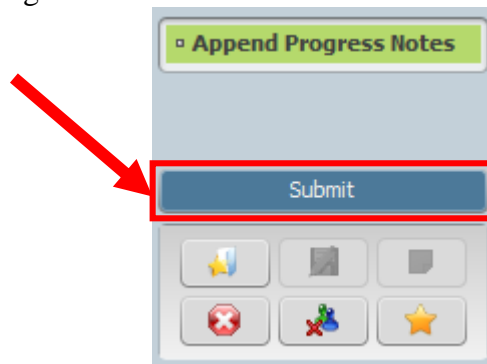
Note Date (Original): 07/31/2015
Last Updated by: ADMIN,SAPTA On: 07/31/2015 At: 02:21 PM

Example of a Note.

New Comments to Be Appended to the Original Note

In the first progress note, I forgot to mention that it is 100 degrees outside.

10. When completed, click the submit button on the upper left hand side to submit and finish the appended progress note. Avatar will return to the home screen.





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11. The appended note will look this this in the client's chart:

Submitted 07/31/2015 at 02:21 PM by SAPTA ADMIN

Individual Progress Notes

Progress Note For: New Service

Note Type: Progress Note

Notes Field:

Example of a Note.

Select T.P. Version: T.P. Version 3.1

Date Of Service: 07/31/2015

Service Charge Code: Psychiatric Evaluation (90792)

Service Program: Residential (3)

Location: 3500 Lakeside Court Ste 101, Reno

Service Duration: 60

Practitioner: FEDOR,BETSY (000041)

ADDITIONAL NOTE - 07/31/2015 at 05:23 PM by ADMIN,SAPTA

New Comments to Be Appended to the Original Note:

In the first progress note, I forgot to mention that it is 100 degrees outside.