Division of Public and Behavioral Health
Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Edit Service Information	2016-03-15	1 of 5

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.

When a progress note is submitted with the wrong service code information, the **Edit Service Information** form can be used to update the service information **as long as the service has not been closed and claimed**. It must be an **open** service. Only designated Superusers from each facility will have the ability to **Edit Service Information.** Questions and concerns should be directed to the Avatar Training and Support Team.

- If the wrong progress note was submitted, this procedure will not be applicable.
- If the original service code was for a group service, and you were attempting to change it to an individual service code, you will receive an error, and this procedure will not be applicable.

2.0 Procedure

1. Before editing service information, check the **Client Ledger** to ensure the charge is open.

EPISODE NUMBER	DATE	SERV	UNT	CHG	GUAR	GUARANTOR LIABILITY	AMOUNT RCVD	POSTING CODE	POSTING CODE TYPE	DATE POSTED	DATE BILLED	CLAIM NUMBER	LINE BALANCE
1	2	03082016	H0005	1.00	32.57	60	32.57	-------	-----	-----			OPEN	32.57

(GRAND TOTAL: 32.57)

TOTAL BALANCE BY GUARANTOR

1)   SAPTA LT   60:   32.57

2. If the service code that needs to be changed reflects **OPEN** in the **Claim Number** column, you are okay to proceed.

3. Navigate to the **HOME** screen.

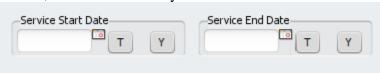4. In the **Search Forms** field, type in **Edit Service Information.**

Search Forms		
edit service information		3:00 PM 3:00 PM
Name	**Menu Path**	
Edit Service Information	Avatar PM / Services / Ancillary/Ambulatory Services	

5. Double-click the highlighted selection. The form will display.

6. Enter the **Client ID** or **Last Name.**

Division of Public and Behavioral Health
Policy

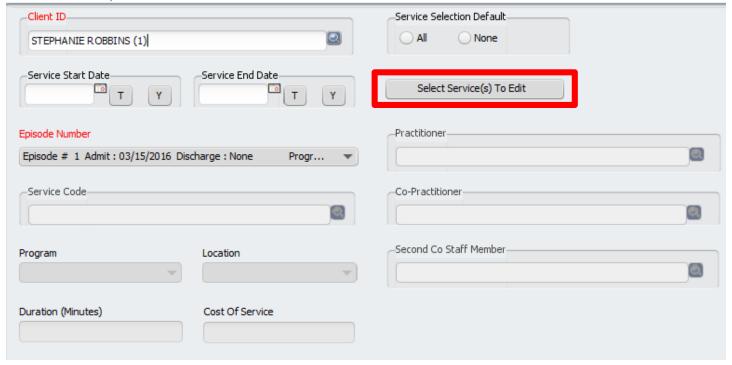| Control #	Rev.	Type	Title	Effective Date	Page
			Edit Service Information	2016-03-15	2 of 5

Client ID

STEPHANIE ROBBINS (1)

7. The **Service Start Date** and the **Service End Date** can be entered to specify the date range of the service, but is not necessary.

Service Start Date   Service End Date

[ ] T Y   [ ] T Y

8. Choosing the **Episode Number** is mandatory.

Episode Number

Episode # 1 Admit : 03/15/2016 Discharge : None   Progr... ▼

9. Next, click on **Select Service to Edit.**

Client ID

STEPHANIE ROBBINS (1)

Service Selection Default
○ All   ○ None

Service Start Date   Service End Date

[ ] T Y   [ ] T Y

Select Service(s) To Edit

Episode Number

Episode # 1 Admit : 03/15/2016 Discharge : None   Progr... ▼

Practitioner

Service Code

Co-Practitioner

Program   Location

Second Co Staff Member

Duration (Minutes)   Cost Of Service
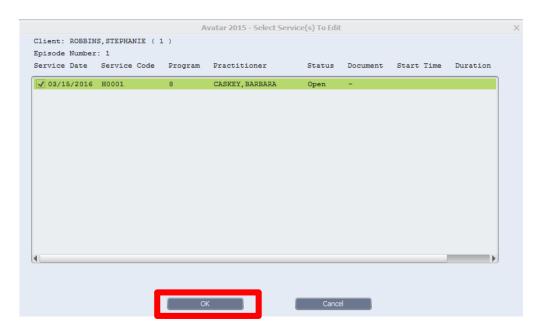
10. A pop-up display will appear asking you to choose the service that needs to be edited. If there is more than one choice, ensure you are clicking on the correct choice.
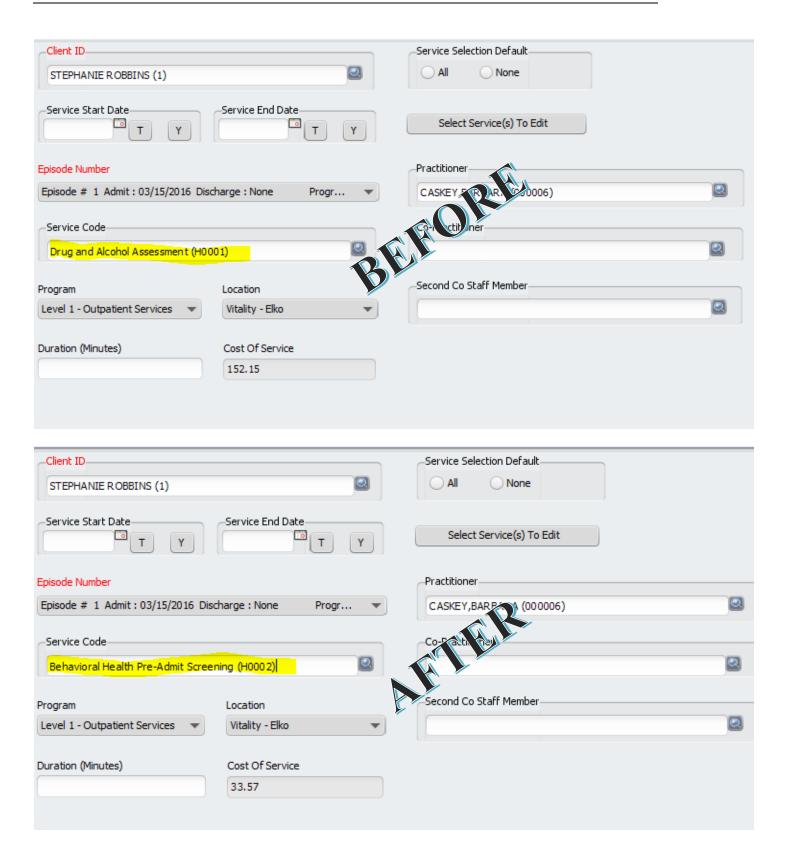   a. Click the check box next to the service to select the service.

Division of Public and Behavioral Health
Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Edit Service Information	2016-03-15	3 of 5

11. Click **OK** at the bottom of that screen.

12. The system will bring you back to the original **Edit Service Information** screen that has now pre-populated more data fields.

13. In order to edit the service code, delete the code out of the **Service Code** field and enter in the correct code.
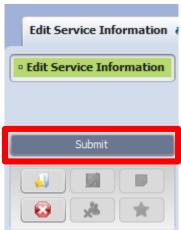
Division of Public and Behavioral Health
Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Edit Service Information	2016-03-15	4 of 5

Division of Public and Behavioral Health
Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Edit Service Information	2016-03-15	5 of 5

14. When the **Service Code** has changed, the **Cost of Service** will also update.

15. If the **Location** needs to be fixed for this service, this is where it can be updated.

16. If the **Practitioner** needs to be fixed for this service, this is where it can be updated.

17. When completed with changing the service code, location and/or practitioner, click **Submit** on the left hand side.

18. Navigate back to the **Client Ledger** to ensure the service information had changed.

19. Contact the Avatar Training and Support Team for further assistance, if needed.