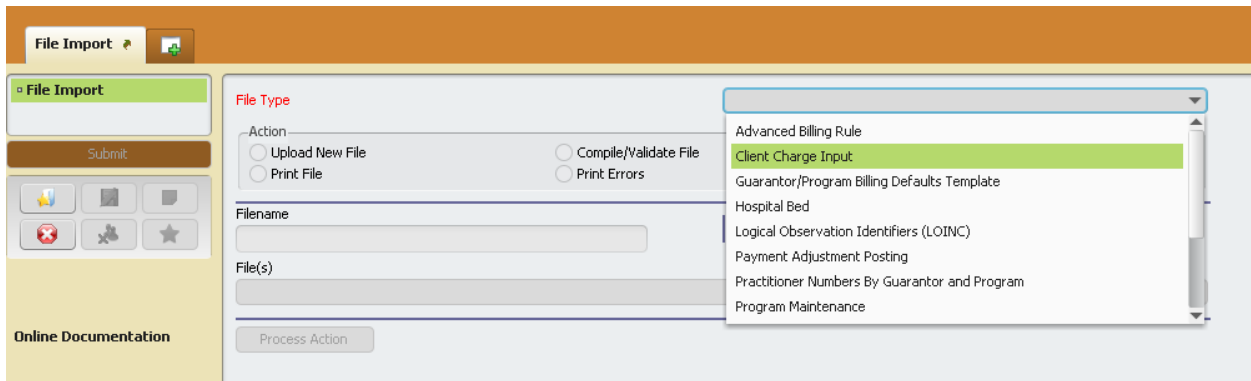


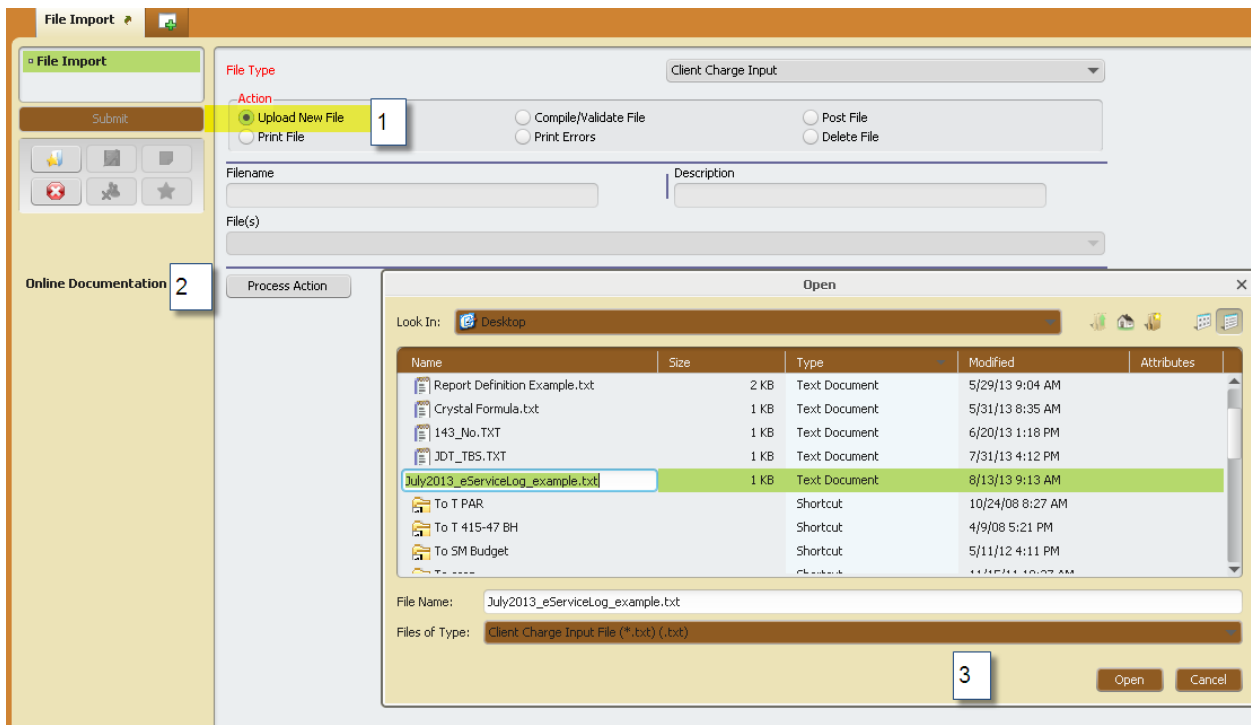
How to import a service data to Avatar:

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

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

line Documentation

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

Online Documentation

File Type Client Charge Input

Action

Upload New File Compile/Validate File Post File

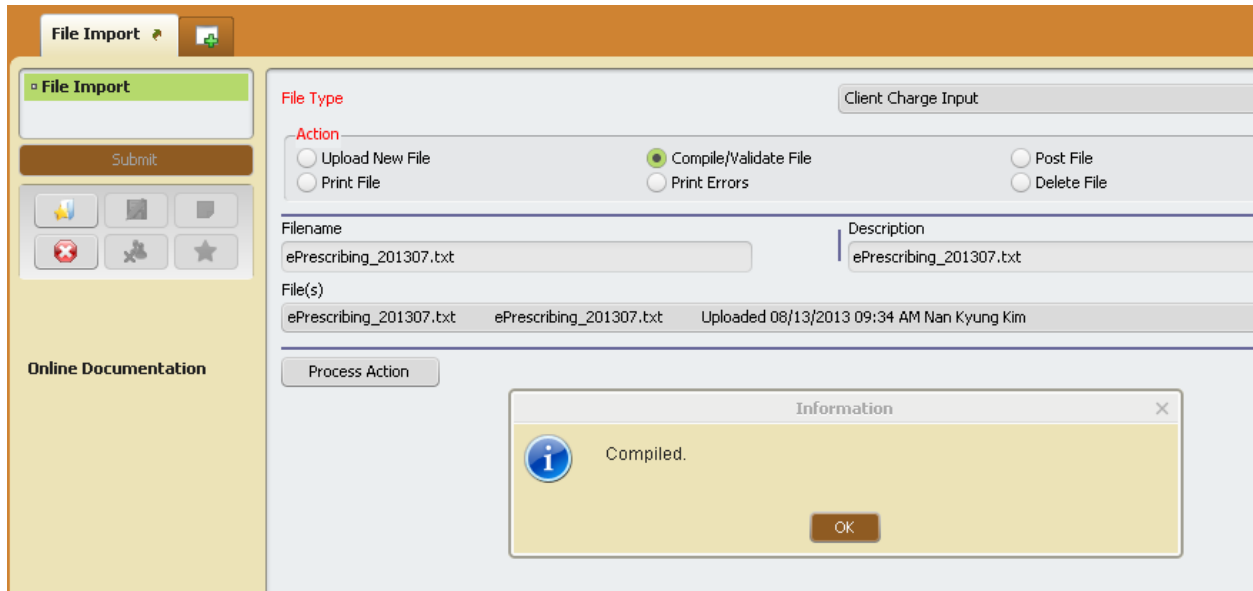
Print File Print Errors Delete File

Filename: ePrescribing_201307.txt Description: ePrescribing_201307.txt

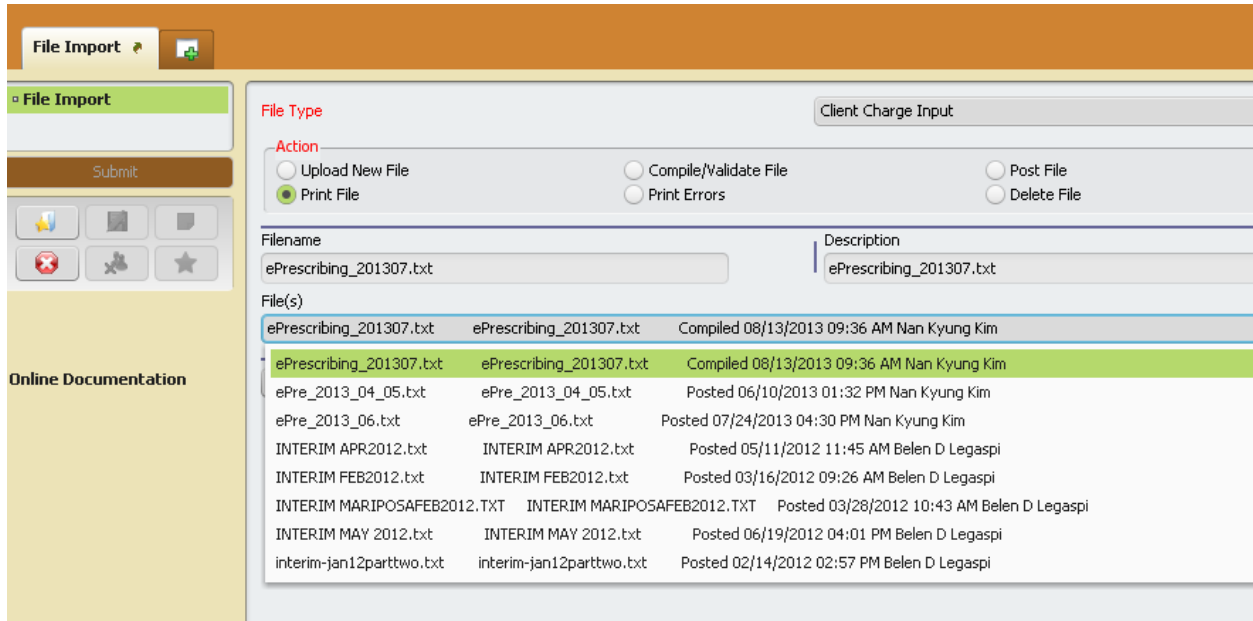
File(s): ePrescribing_201307.txt ePrescribing_201307.txt Uploaded 08/13/2013 09:34 AM Nan Kyung Kim

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

26ASOCMED : AS Monterey Med Support			
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