

Quick Guide myAvatar Append Document

May 2018

Quick Guide for Append Functionality in myAvatar

- 1. Select Client
- 2. Enter an assessment and mark it as Final (see page 6 for assessments that can be appended) Note: the assessment must be Final before it can be appended
- 3. Click on the Accept button

	myAvatar 2018 - Confirm Document	×
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	Date Created: 05/11/2018 at 01:18 PM EDT Form Name: GA Admission Pre Evaluation Client's Name: TEST,AMY (000471929) Client's DOB: Georgia DBHDD GA Regional Hospital at Atlanta Decatur, GA	
	Admission Staff Info Date Screen Started: 05/11/2018 Time Screen Started: 01:18 FM Vital Signs Documented?: Yes Allergies/Adverse Drug Reactions(ADRs) documented?: Yes	
	Chest Pain?: No	
	Trouble Breathing?: No	
	Stomach Pain?: No	
	Dizziness?: No	
	Any other medical/physical problems?: No	T
	Accept Accept and Route Reject	

4. Enter your myAvatar password for 2nd tier authentication and click OK.

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Date Created: 05/11/2018 at 01:18 PM EDT Form Name: GA Admission Pre Evaluation Client's Name: TEST,AMY (000471929) Client's DOB:	
Georgia DBHDD GA Regional Hospital at Atlanta Decatur, GA	
Admission Staff Info Date Screen Started Time Screen Started Vital S Allergies/Adverse Dru Keactions(ADRS) documented?: Yes	
Chest Fain?: No Trouble Breathing?: No Stomach Fain?: No Dizziness?: No	
Any other medical/physical problems?: No Accept Accept and Route Reject	Ţ

- 5. On the Home View, select client for which you just entered the assessment.
- 6. Open the Append Documents form.

	Recent Forms GA Admission Pre Evaluation		Effective Date: 12/05
Recent Clients	Name	Menu Path	a a a a a a a a a a a a a a a a a a a
Test, Amy (000471929)	Append Documents	Avatar PM / RADplus Utilities / Docur	nent Routing
	Append Progress Notes Append Docum	Avatar CWS / Progress Notes	S
			30
	<= Previous 25	1 through 2 of 2	Next 25 =>
	append Q		1.How Employees Car

7. The Append Document form will open

A Home E Append Document		
Append Documents 🕴		
Append Document Submit Subm	From Date	
Online Documentation	List of Documents	

- a. First, select the Form Type. Choose from Admission, Inpatient or Discharge based on the assessment that you entered in step #2.
- b. Second, select the Entity this is the individual you used to enter the assessment. Type the first 4-5 characters of the individual's last name and select the appropriate individual from the list.
- c. Third, in the From Date, enter the date for the system to begin its search
- d. Fourth, in the To Date, enter the date for the system to end its search.
- e. NOTE: The date the assessment was done must be in this date range.
- f. Fifth, click the drop down for the List of Documents. All documents completed in the date range specified will display. Select the assessment you want to append from the list. (see screen shot below)
- g. Finally, type the information for the append into the New Comments to Be Appended to the Original Document.
- h. Click Submit when done.

Append Document	Form Type	Admission 👻
	Entity TEST,AMY (471929)	8
Submit		
	From Date 05/10/20 18 T Y	To Date
	List of Documents	
	Display Document	Option: GA Admission Pre Evaluation Date Created: 05/11/2018 Time Created: 01:21PM (271552)
	New Comments to Be Appended to the Original Document	
Online Documentation		- D ^y

8. As done when entering the original document, click the Accept button

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	Date Created: 05/11/2018 at 01:18 PM EDT Form Name: GA Admission Pre Evaluation Client's Name: TEST, AMY (000471929) Client's DOB: Georgia DBHDD GB Regional Hospital at Atlanta	A
	Decatur, GA	
	Admission Staff Info Date Screen Started: 05/11/2018 Time Screen Started: 01:18 FM	
	Vital Signs Documented?: Yes	
	Allergies/Adverse Drug Reactions(ADRs) documented?: Yes	
	Chest Pain?: No	
	Trouble Breathing?: No	
	Stomach Pain?: No	
	Dizziness?: No	
	Any other medical/physical problems?: No	
	<u>Accept</u> <u>Reject</u>	•

9. Enter your myAvatar password as 2^{nd} tier authentication and click OK.

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10. Click No to return to the Home View.

	Form Return	×
?	Submitting has completed. Do you wish to return to form?	
	Yes No	

11. Open Chart View for the individual

- 12. Select the assessment to display from the left side of the screen
- 13. Scroll down in the display to verify the additional document note displays with the information you typed in for the append.

Initial Psychosocial Assessment	o copini no
Social History and Assessment Activity Therapy Assessment	MRSA: No
Psychology Assessment Recovery Planning Synthesis	Boil: No
Review of Integrated Psychosocia GA PNS Choking and Aspiration Ris GA PNS Decubitus Ulcer Risk GA PNS Fall Risk Sedusion And Restraint Annual Nursing Assessment GA Personal Safety Interview GA SNF and ICF IID Psychosocial Client/Careniver Education	Abscess: No Skin Infection: No Are you under care of a physician for a communicable disease?: No Are you taking any medication for a communicable disease?: No When was the last time that you ate anything?: Lunch
GA Suicide Risk Assessment	Admission Screen Done By: ALLEN,MARCIA (440001260)
Recovery Plans	Tobacco use in last 30 days: No forms of tobacco used
GA Initial Recovery Plan (24 HR IR GA Initial Recovery Plan (24 HR IR Recovery Plan Bacing Distance Plan	Status: Final
Progress Notes General Note Psychiatry Note GA Nurse Admission Note GA Nurse Discharge Note GA Nurse Change in Status Note	ADDITIONAL DOCUMENT NOTE - 05/11/2018 at 01:26 PM by GARDNER AMY This is the append for the quick guide.
GA Nurse Progress Note	
	AVPMTEST (ATL)

Form Type	Assessment
Admission	GA Admission Pre-Evaluation
	Part One Physician Intake
	Part Two Physician Assessment
	Part Two Nursing Assessment
	GA Alcohol Assessment at Admission
	GA Initial Recovery Plan (24 HR IRP)
	GA Physician ReEvaluation and Follow Up Risk Assessment
	GA Physician Transfer/Release Order
Inpatient	Psychiatric Evaluation
	Annual Psychiatric Evaluation
	Annual Nursing Assessment
	GA Comprehensive Pain Assessment
	Initial Psychosocial Assessment
	Social History and Assessment
	Activity Therapy Assessment
	Psychology Assessment
	Recovery Planning Synthesis
	GA Personal Safety Interview
	GA SNF and ICF IID Psychosocial
	Suicide Risk Assessment
	Violence and Victimization Risk Assessment
Discharge	Discharge Summary Part I
	Discharge Summary Part II
	GA Nurse Discharge Note
	GA Social Work Discharge Summary
	GA Nursing Discharge Education and Summary

List of Assessments that can be appended by Form Type