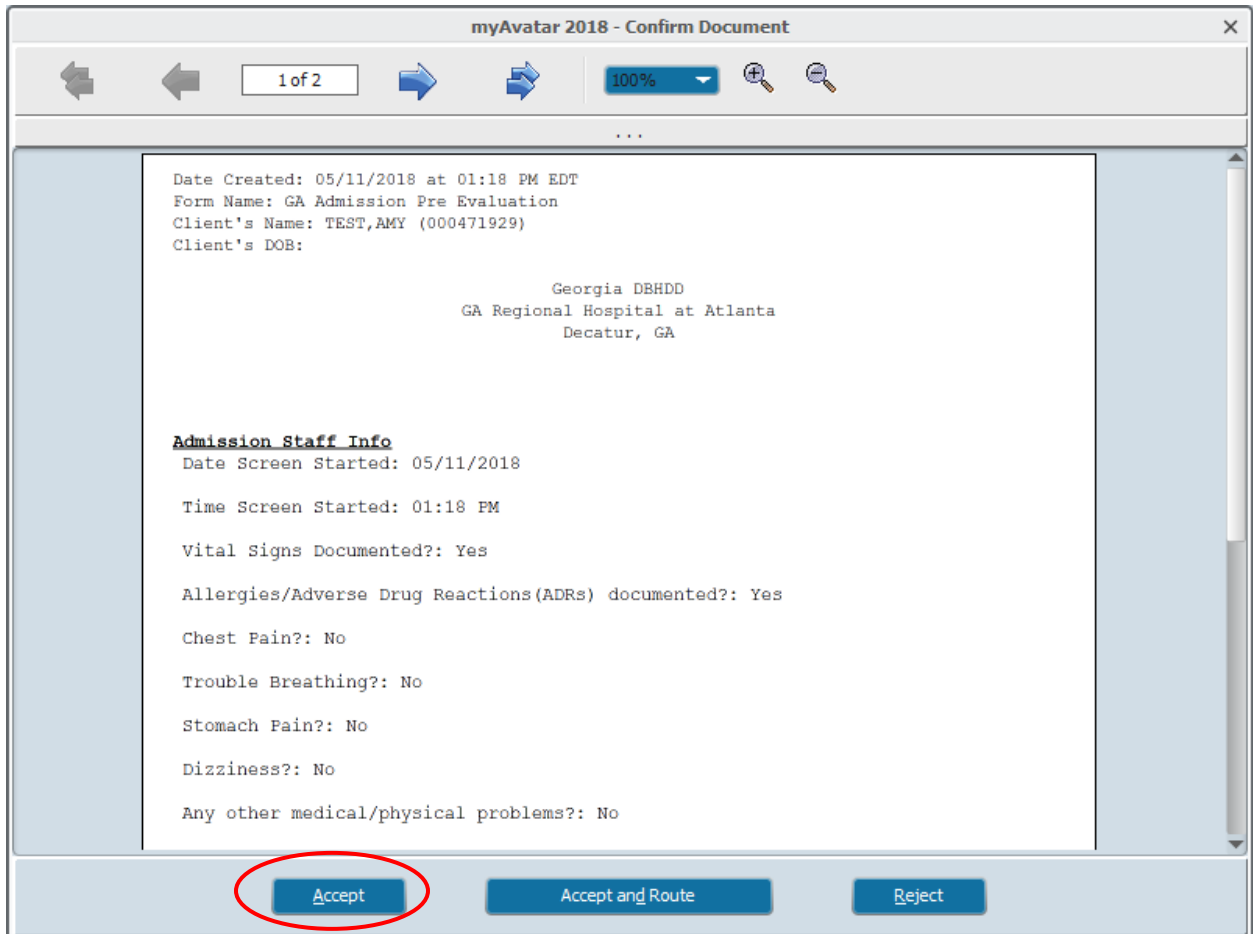# Quick Guide myAvatar Append Document

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

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

5. On the Home View, select client for which you just entered the assessment.

6. Open the Append Documents form.

7. The Append Document form will open

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.

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

```
myAvatar 2018 - Confirm Document                                    ✕

←        ←    [1 of 3]    ➡    ➡    [100% ▼]   🔍+  🔍-
                              . . .

    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 PM

     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


              [Accept]          [Reject]
```
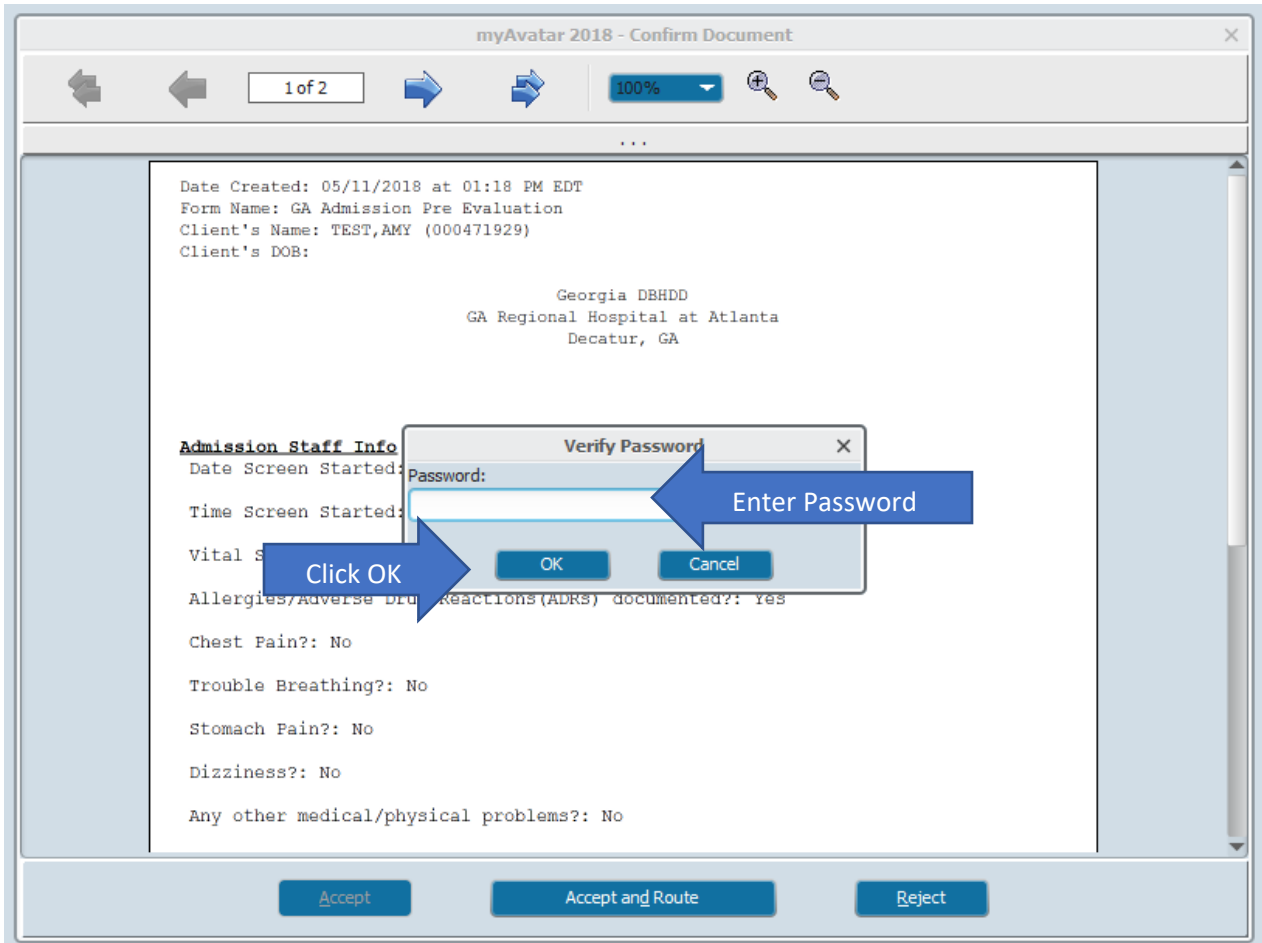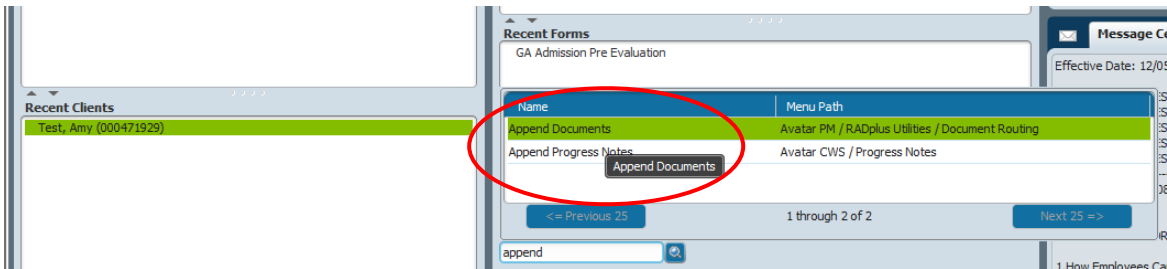
9. Enter your myAvatar password as 2nd tier authentication and click OK.

```
Verify Password                    ✕
Password:
[                              ]

       [OK]          [Cancel]
```
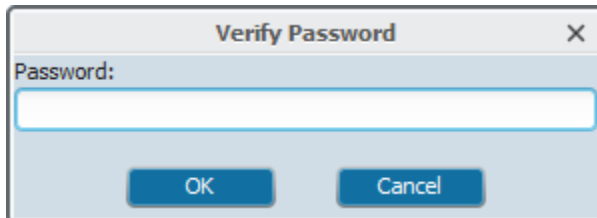
10. Click No to return to the Home View.

```
Form Return                                      ✕

?   Submitting has completed. Do you wish to return to form?


              [Yes]      [No]
```
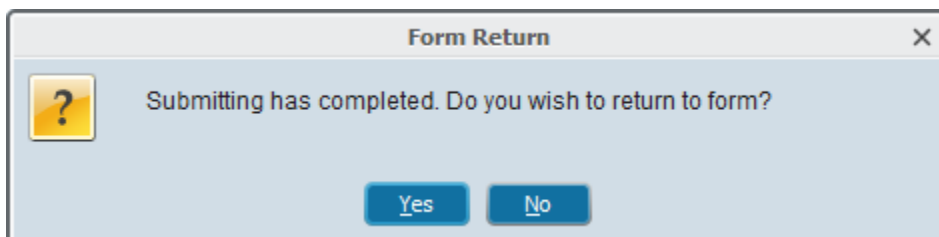
11. Open Chart View for the individual

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.
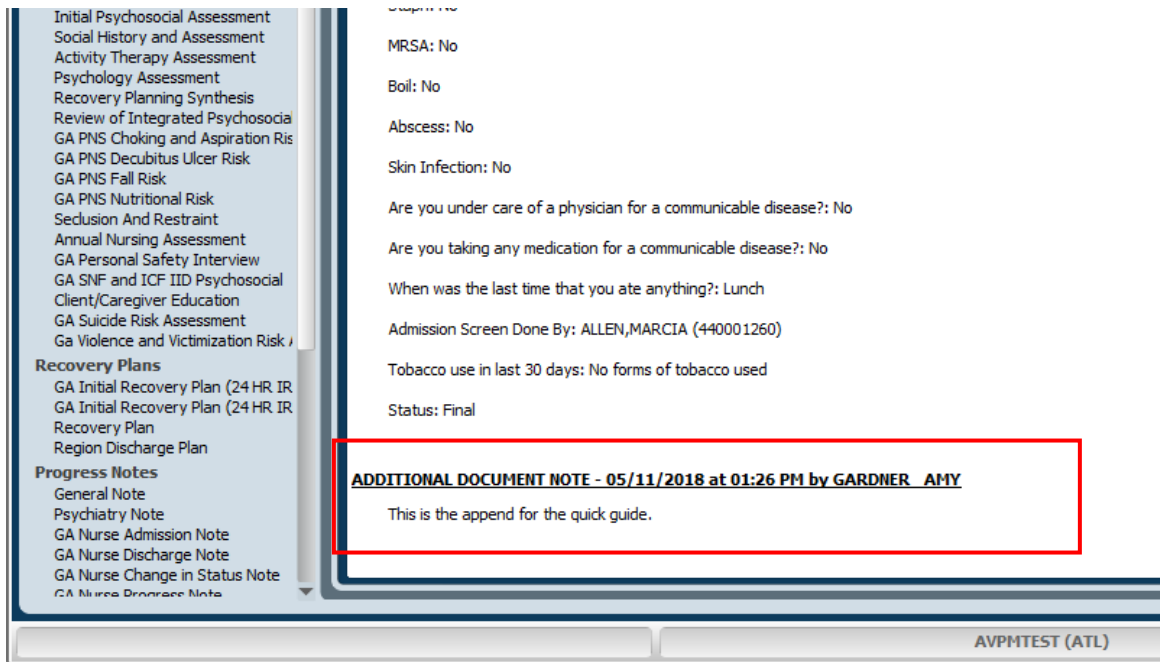
List of Assessments that can be appended by Form Type

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