

Referral Entry in Avatar...

When needing to add or edit a Referral in Avatar

Avatar PM > System Maintenance > ADT Setup Screens > Referral Source Maintenance

New: 1. Run the report to see what your numbers are.

In the screen that appears in the bottom right it shows print referral source it gives you all numbers. The report is numerically numbered. Referral Codes are set up 2 ways either by your hospital number or starting with 99... The 99 codes are statewide codes.

2. Determine which is the next number in your 99 series for this project. I am hoping it is 99126 but if not that is fine...

3. Close the report.

4. Click on Add Referral Code

5. Type in new number 99126 (or other)

6. Outpt Referral Source Name: Outpt Forensic Monitoring Program

7. Referral Source Category: Other

8. File Referral

9. Admission Referral Source Defaults

Avatar PM > System Maintenance > ADT Setup Screens > Admission Referral Source Defaults

10. Type in the new number of your referral code (99126 or other) it should bring up the name you set up.

11. Source of Admission: Physician Referral

12. Click File to save the information.

13. Exit you are done 😊