**Avatar Class Descriptions**

**Practice Management (PM)**-This class covers the life cycle of a client from Admission to Discharge. We cover the necessary forms, reports and information needed to manage client information, generate and edit charges, identify errors pre and post billing and how to make edits or corrections to fix issues and denials.

**Corrections EHR –**This class covers process for re-attaching progress notes to charges after service deletions and how to submit correction requests for Assessments and Client Plans. We also cover voiding notes (permission has to be requested to receive the access and access is limited to 2 users per site). Users must attend the PM class prior to attending this class.

**Clinical Work Station (CWS) trainings including Mobile Programs**-In this class we cover all of the necessary forms and reports in order to manage client information, create charges and complete necessary assessments and any ancillary forms or reports that may be required by the specific program.

**Access training-** We cover the basics of Avatar, Admission, Financial Eligibility, Document Capture, Access Call log and all of the Request and Response forms and reports used to process Service Requests.

**Provider Service Request-**This class covers the necessary forms and reports needed to submit and monitor Service Requests to the ACCESS team. We also cover the Document Capture utility to import documents into AVATAR and how to review scanned documents in the Avatar Chart. Users must attend either the PM or CWS class prior to attending this class.

**Order Connect Non Prescriber-** This class covers the system Order Connect which is used to record medication and allergy information that is reported. Users must attend CWS class prior to attending this class.

**Scheduler-** This class covers how to setup staff schedules, make appointments for clients and check in and check out clients for appointments. We also cover reports used for finding new appointments and existing appointments. Users must attend either the PM or CWS class prior to attending this class.

**Document Management Webinar and Quiz-** This online webinar and quiz are required to obtain access to scanning documents into Avatar. The webinar covers the Document Capture utility to import documents into AVATAR and how to review scanned documents in the Avatar Chart. Users must attend either the PM or CWS class prior to taking this class.