

Respite Service Recording

The following are the Respite programs and service codes:

Type	Program	Service Code	Entry Starts
After School	Queens Hourly Respite	REC	August 1
At Home	At Home Res Hab Brooklyn	ATHOME	September 1
	At Home Res Hab Queens	ATHOME	September 1
In Home	DD In Home Respite	INHOMERESP	As soon as certification received

Client Charge Entry will be used as follows:

Date of Service

Client

Episode – select appropriate respite episode

Program – defaults from episode, no change

Service Code (only 1 specific code possible as it is tied to program)

Practitioner (leave blank as the service codes are client only codes)

Location – defaults from Program, no change

Duration – must be entered in minutes (not units)

Client Charge Input

1. [Overview](#)
2. [Menu Path](#)
3. [Details](#)
4. [Steps](#)

Overview

Enter services (charges) for a client.

Menu Path

Avatar PM > Services > Ancillary/Ambulatory Services

Details

Entering a service posts the service fee to the client ledger, and adds the services to the client's treatment history.

Steps

1. In the Date of Service field, enter the service date.
2. In the Client ID field, enter the client name or ID, and select.
3. In the Episode Number field, select the client episode.
4. In the Program field, select the client program.
5. In the Service Code field, enter the service code name or number, and select.
6. In the Location field, select the service [location](#).
7. In the Duration (Minutes) field, enter the service duration.
8. Click Submit.

****You can verify that the charge was entered successfully by verifying the CLIENT LEDGER**

Avatar 2014

Home Client Charge I Preferences Lock Sign Out Switch Help Joagale

Client Charge Input

Client Charge Input

Submit

Date Of Service

1

Client ID

2

Episode Number

3

Program

4

Service Code

5

Modifiers

Practitioner

Please leave Practitioner blank; these service codes are CLIENT ONLY!!

Display Managed Care Authorization Data

Location

6- Defaulted in

Duration (Minutes)

7- The duration value MUST be entered in MINUTES i.e. 2.5 hours= 150 (minutes)

Co-Practitioner

Cost Of Service

Referring Practitioner

The cost of service will calculate based on the amount of minutes you have entered in "Duration"

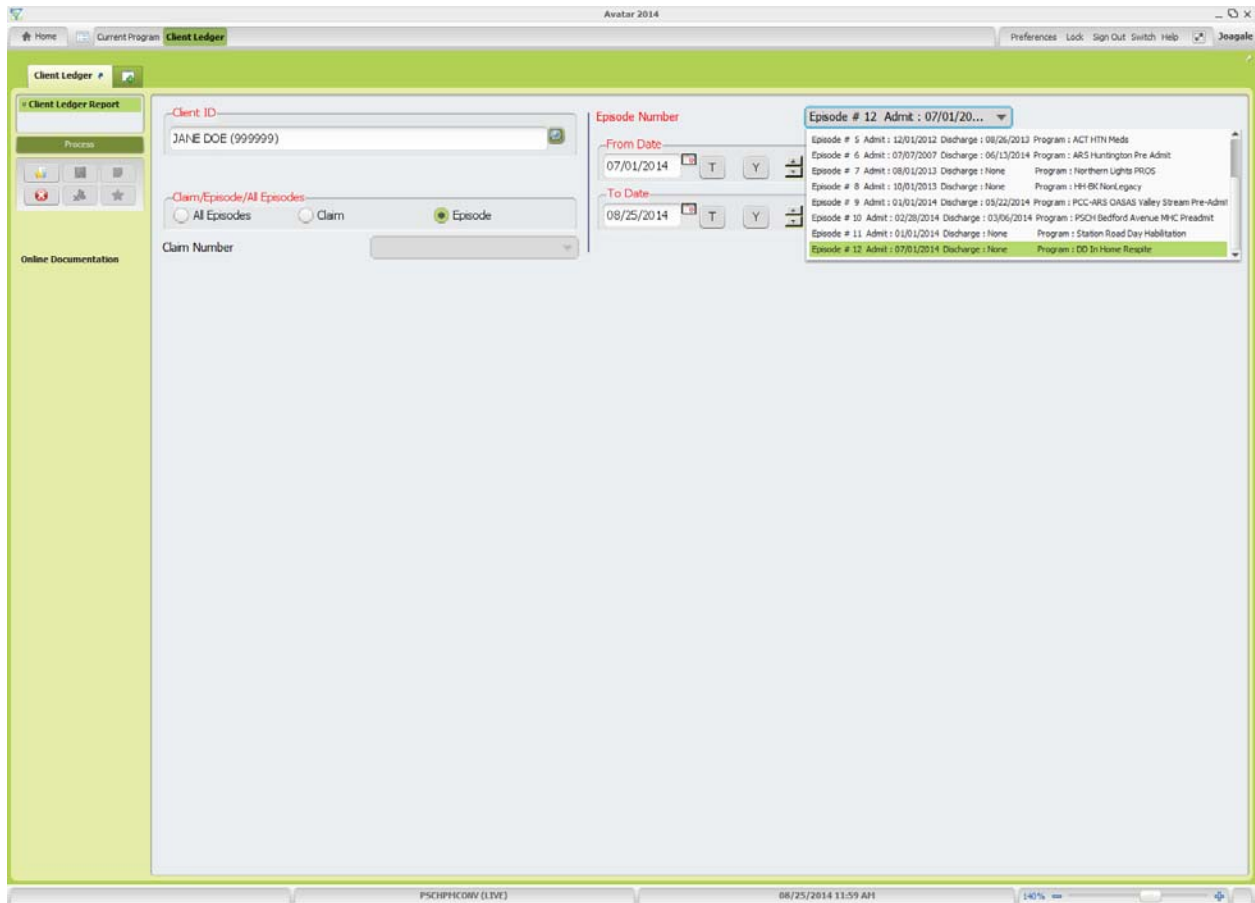
Additional Service Information


Psychotherapy Add-On Duration

8- Once all of this has been entered accordingly, please press **Submit** on the top left hand side of this form (outlined in **RED**)

Add-On Notes

PSCHPMLIVE (LIVE) 08/25/2014 10:38 AM 140% 10:38 AM



- 1- Choose client
- 2- Choose "Episode"
- 3- Choose the appropriate program in 'Episode Number'
- 4- From Date and To Date will auto fill
- 5- Select 'Process' on the top left hand side
- 6- The ledger will generate as shown below
- 7- Press  to exit the ledger view

Client Ledger

RUN DATE : 08/25/2014 11:59 AM PAGE : 1
PSCH INC.
142-02 20th Ave 3rd Flr
Flushing, NY 11351
Client Ledger
NAME: DOE, JANE CASE NUMBER: 000999999
EPISODE # : 12 OF 12 BALANCE THIS EPISODE : 14.16
CLIENT STATUS : ADMITTED DATE OF LAST S/PAYMENT : NONE

DATE	SERV	UNT	CHG	GUAR	LIABILITY	AMOUNT	RCVD	T	DATE	CLAIM
									POSTED	NUMBER
08252014	INNMERESP	2.00	14.16	170	14.16					OPEN
TOTAL BALANCE BY GUARANTOR (GRAND TOTAL: 14.16)										

1) Fidelis Care of New York - Man 170: 14.16