

Agenda

myAvatar

Scheduling Calendar and Staff Members Hours

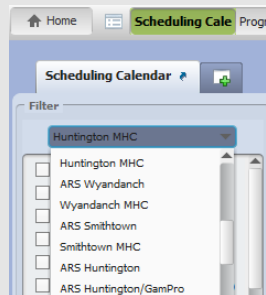
Login to Avatar (<https://psch.netsmartcloud.com/radplus>)

Username = First 3 letters of last name + employee ID # -- ex. Bla09123

Scheduling Calendar

Choose *Search Forms* → *Scheduling Calendar*

Admit:



- Choose Site (**both PreAdmit and Admission clients are entered on the calendar**)
- Select Practitioner
- Right-click on available slot (white area) and choose **Add Appointment** (unavailable slots are grey)

Add Appointment screen (contains two sections)

Appointment Details section

- Enter information in **Appointment Details** (mandatory fields are in red)
- Use CPT codes assigned for billable services; use non-billable service codes to block time on the calendar: **LUNCH, TRAINING, MEETING, VACATION, SICK, SUPERVISE**
- Enter **Client**, then click and buttons for details about the client.
- Click **Submit** to save changes, or click **Close** to discard changes



More about Scheduling Calendar

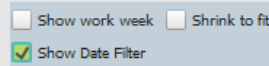
- Right-click on an appointment to view options to:
Check In, Check Out • View/Edit Details (Client Data/Financial Eligibility/Authorizations) • Reschedule • Copy • Status Update • Overbook • Delete

More about Scheduling Calendar (cont.)

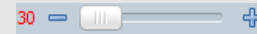
- Day View and Date Picker



- Show Work Week or toggle Date Picker



- Change view of Appointment Increments



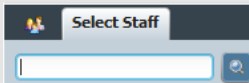
- Search Engines and Reports

Find New Appointment
Find Existing Appointments
Refresh
Reports

- Find New Appointment slots
- Find Existing Appointments on calendar
- Click **Refresh** for updates (or close and reopen calendar)
- Run **Reports** on Schedules that appear on the calendar for:
 - (a) Practitioners (b) Clients

Staff Members Hours and Exceptions

Choose *Search Forms* → *Staff Members Hours and Exceptions*



- Select Staff (type first 3 letters of last name; can also add a comma and first name initial, ex. Bla,La)
- Click on **Staff Member Hours** to enter days, times, and site worked
- Add New Row to enter initial row (end date not necessary)
- Copy/Paste Row to copy most information from prior rows

New Row

Delete Row

Save

Close/Cancel

Copy/Paste Row

Copy Cell

Paste Cell

- Enter extended time for a certain date range by entering the start and end date so that the exception appears on the calendar for that date range only

****Click Save in every screen, and then always click Submit to actually save all changes.****

Add My Outlook Calendar to home page

Choose *Preferences* from the Home screen

- Click on **Preferences**.
- In the **Calendar** tab, click on **Add Source**.
- Choose **My Outlook** from the drop down list.
- Click **OK**.
- Click **Apply** at the bottom of the screen.
- At the *Home* screen, you will see the entries appear in your calendar, and they will update as you update your Outlook calendar.