



Every episode requires a diagnosis. Without a current diagnosis for your episode, no services can be billed.

Your job may not be done when you finish a progress note. **If the diagnosis is missing from your episode, it needs to be entered by a licensed/waivered/registered staff person.**

If you are not licensed/waivered/registered, then you should reach out to licensed/waivered/registered staff at your agency who are involved with the client's care to coordinate inputting the diagnosis.

The date and time of diagnosis must be on or before the first billed services. The easiest way to avoid problems with the time is to set the diagnosis time as 0000 or 12:00 am, ensuring that all services on the first day of admission will be included.

For example, a client is admitted on September 2nd at 10:00 AM and seen for services on that day. When entering the diagnosis, the date of diagnosis should be on or before September 2nd. The time should be 12:00 am.

If, when the client is admitted, a licensed/waivered/registered person is unable to meet with the client, when the diagnosis form is completed, data from a prior Diagnosis may be used.

You want to use the most recent diagnosis in the chart for accuracy. See the end of this document for instructions on how to view the diagnoses in the chart if you do not know how to do this.

The diagnosis must be an Admission or Update. Avatar will not accept a Discharge Diagnosis for billing. If you received a message that says your episode is missing a diagnosis, but you find one in the chart, check to see if you have entered "Discharge" for the diagnosis type. If so, you will need to redo the diagnosis using, "Admission" or "Update."

Diagnosis

Date of Diagnosis: 11/16/2016

Time of Diagnosis: 12:09 PM

Type of Diagnosis: Discharge

Primary Diagnosis: Schizophrenia (F20.9) (Schizophrenia, unspecified)

Status: Active

Bill Order: 1

Estimated Onset Date: 01/01/2015

Rank: Primary

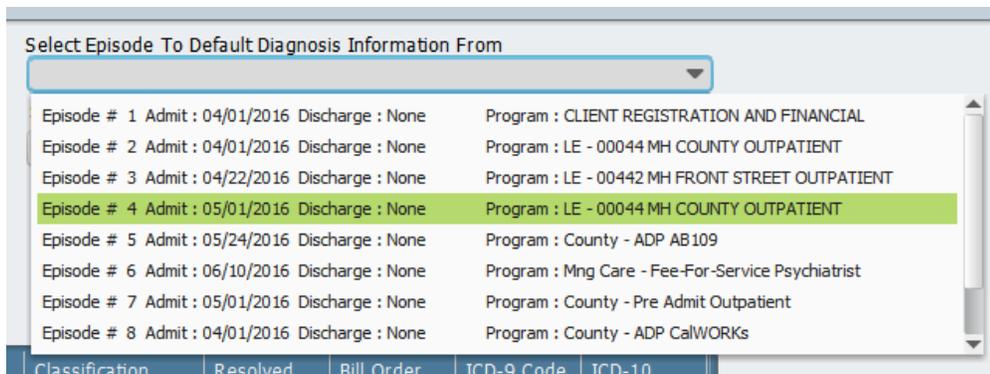
INSTRUCTIONS:

- 1) Open the chart.
- 2) Select, "Diagnosis" on the right, in the list of forms. (If you do not see "Diagnosis" in the list of forms, follow the instructions the end of this document to add the Diagnosis form to your forms list in the chart.)
- 3) Click on the other Admission Program tabs in the chart to see diagnoses entered for other programs. You want to use the most recent diagnosis to complete your diagnosis. If there is no diagnosis by psychiatry staff, look for the most recent diagnosis by a licensed county clinician. (If there are no diagnoses at all in the chart that were created using the diagnosis form, you should next look at any psychiatry notes to see if there is a diagnosis in the text portion of the note. If you are able to find this, you can use this diagnosis. See the end of this section for more information.)
- 4) Make a note of the diagnosis you want to use. You need to know the program name and number, as well as the date of this diagnosis.
- 5) Open the Diagnosis form under your program. With your program tab selected in the chart, in the far upper right hand corner, click on Add to create a new diagnosis. A blank Diagnosis Form will open.
- 6) **Type of Diagnosis** = Admission
- 7) The **Date of Diagnosis** will automatically be entered as the admission date.
- 8) Enter the **Time Of Diagnosis** as 0000 or 12:00 am.

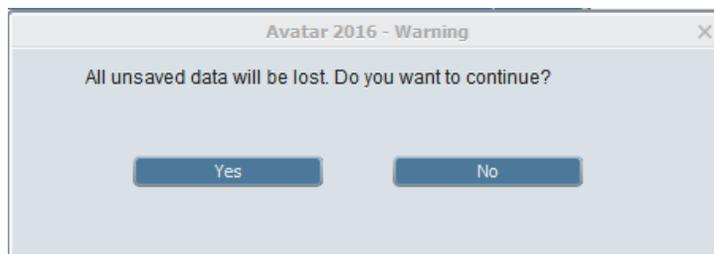
The screenshot shows a form with three main sections:

- Type Of Diagnosis:** A row of four radio buttons: Admission (selected), Discharge, Onset, and Update.
- Date Of Diagnosis:** A date input field containing "07/28/2016", followed by dropdown menus for "T" (Time) and "Y" (Year), and a calendar icon.
- Time Of Diagnosis:** A time input field containing "12:00 AM", a "Current" button, and dropdown menus for "H" (Hour), "M" (Minute), and "AM/PM".

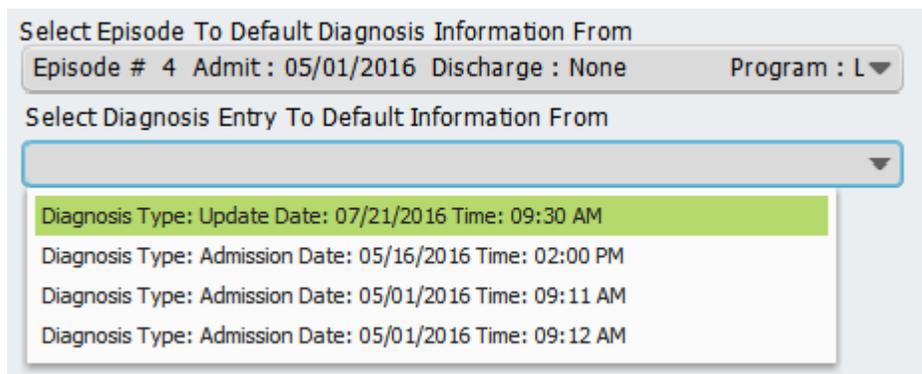
- 9) **Select Episode To Default Diagnosis Information From:** Select the Admission Program from which you want to copy the diagnosis. This is the diagnosis you selected previously.



- 10) You will get a popup warning you, "All unsaved data will be lost. Do you want to continue?" Click, "Yes."



- 11) **Select Diagnosis Entry To Default Information From:** Select the diagnosis you want to use. Diagnoses in the list are labelled with the date and time they were entered.



The diagnosis you select will be populated into the Diagnosis table.

Diagnoses

Ranking	Description	Status	Estimated Onset	Classification	Resolved	Bill Order	ICD-9 Code	ICD-10
1	Primary (1)	Schizophrenia	Active (1)	01/01/2002		1	295.90	F20.9

New Row Delete Row

Show Active Only
 Yes No

12) Diagnosing Practitioner: Enter the name of the person who created the diagnosis you are copying. Do not enter your own name into this field.

13) In the “Remarks” section of the diagnosis form, indicate that you are using a diagnosis created by another clinician. Indicate the program if the diagnosis was created by a clinician working in a different program. For example: “Diagnosis by Dr. Natu, LE – 00044 MH County Outpatient, 6/15/16.” In the Diagnosis Practitioner question, add the name of the person who created the diagnosis you are copying instead of your own name.

14) Click “Submit.”

Diagnosis

Diagnosis Search
Schizophrenia

Status
 Active Working Rule-out Resolved
 Void

Estimated Onset Date
01/01/1988 T Y

Resolved Date
T Y

Ranking
 Primary Secondary Tertiary

Bill Order
1

ADD THIS DIAGNOSIS TO PROBLEM LIST?
 Yes No

Code Crossmapping
ICD-9 ICD-10 DSM-IV SNOMED
295.90 F20.9 58214004
DSM-5:

Present On Admission Indicator
Yes

Classification

Diagnosing Practitioner
HIMANI NATU (000470)

Remarks
Diagnosis by Dr. Natu, LE - 00044 MH County Outpatient, 6/15/16.

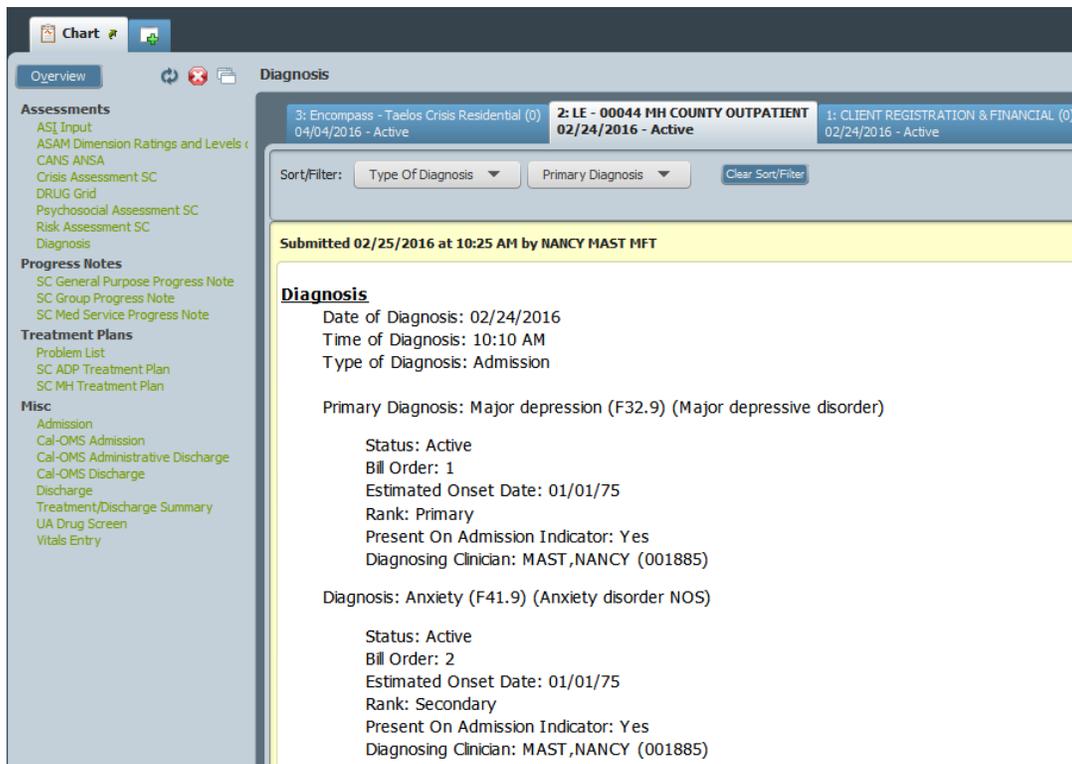
If no one has filled out the diagnosis form:

- 1) If there are no diagnoses at all in the chart that were created using the diagnosis form, you should next look at any psychiatry notes to see if there is a diagnosis in the text portion of the note. If you are able to find a diagnosis in a med service progress note, you can use this diagnosis.
- 2) If you use a diagnosis that is in the text of a psychiatric progress note, in the “Remarks” section, you should refer to the note you used. Enter something like, “See SC Med Service Progress Notes written by Dr. X on [date].”

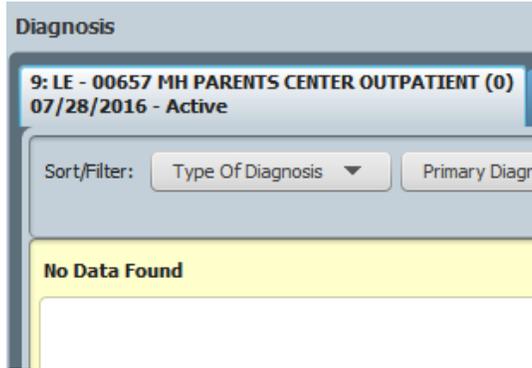
If you cannot find a diagnosis at all in the chart, see your supervisor to discuss next steps.

TO VIEW CLIENT’S CURRENT DIAGNOSIS:

1. Open the client’s chart.
2. Select the Diagnosis form in the list of forms on the left to open the Inquiry View. (If you do not see the Diagnosis form, you may need to add it to the chart. See next section.)
3. You will see series of tabs across the top of the inquiry view that shows all of the client episodes. Click the tab that corresponds to the Admission Program or episode under which you provide services.

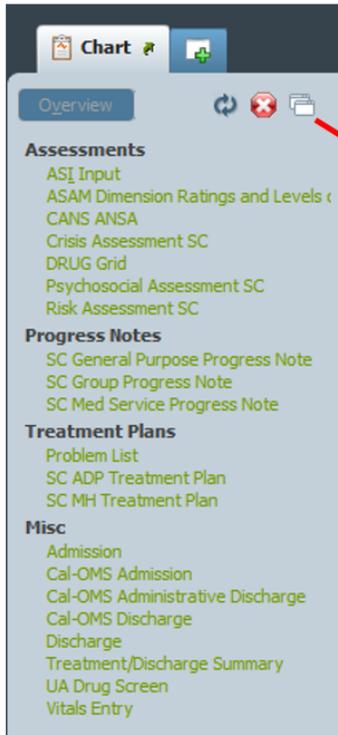


If you see, “No Data Found,” you know that you need to add a diagnosis.



Add the Diagnosis Form to Your Inquiry View

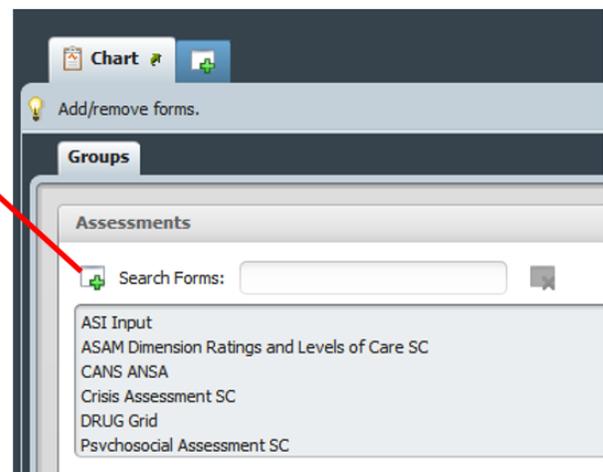
If do not see the Diagnosis Form in the list of forms in the chart, you need to add this form to your chart view.



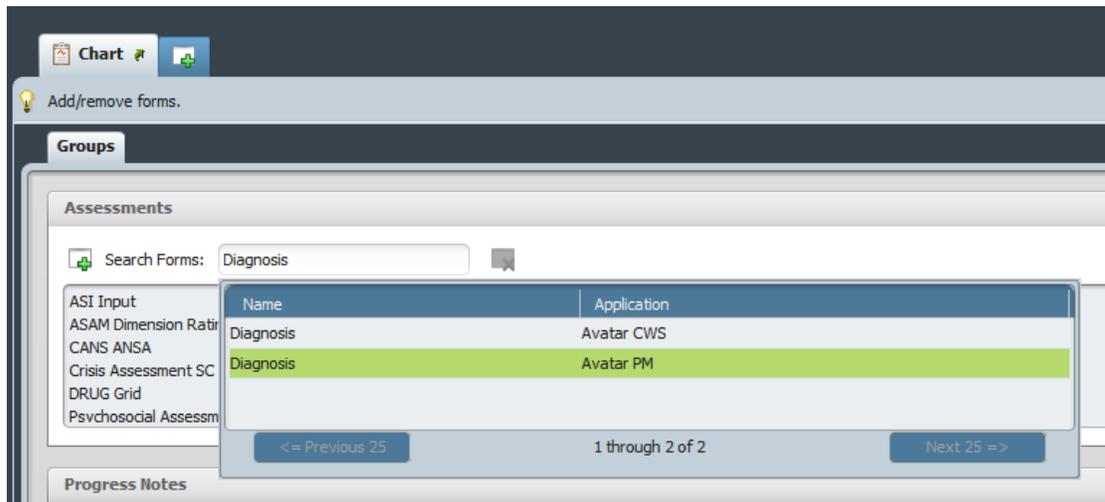
In this example, the Diagnosis form is not in the Chart View. When you look at the forms listed on the left hand side of the chart, you cannot see the diagnosis form.

To add a form to the chart, first click on the “Customize Forms” symbol at upper left. This will take you to the “Add/Remove Forms” area, where you can add forms to the list at the left of the Inquiry View.

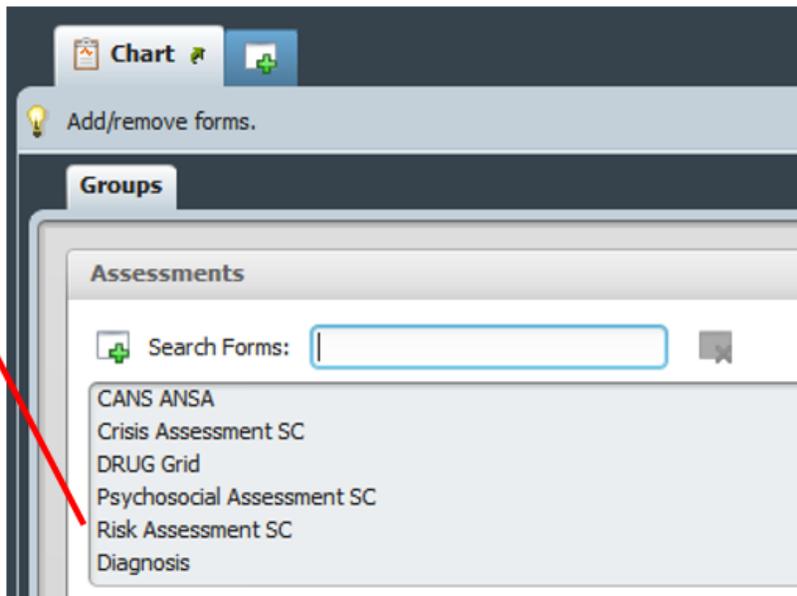
Next, find the section to which you want to add a new form. In this example, let’s add the Diagnosis form to the Assessment group. Click the little green “+” underneath the word “Assessments” to add a form to the Assessments group. A “Search Forms,” field will open up.



Type in the word “Diagnosis” in the blank provided. A list of forms matching what you typed in will pop up. The diagnosis form is unique in that there are two form paths. Double click on the form that says, “Avatar PM,” under, “Application.”



You will now see that the diagnosis form has been added to the Assessments group.



Click, "Submit" at bottom left to save your change and leave the Add/remove forms area. You will return to the chart Inquiry View. You will now see the diagnosis form on the left in the Assessments Group.

The screenshot displays a software interface with two main sections: "Treatment Plans" and "Misc".

- Treatment Plans:** This section includes a "Problem List" containing two items: "SC ADP Treatment Plan" and "SC MH Treatment Plan".
- Misc:** This section includes an "Admission" category with one item: "Cal-OMS Admission".

At the bottom of the interface, there are two buttons: "Submit" and "Cancel". A red arrow points from the text box on the left to the "Submit" button.