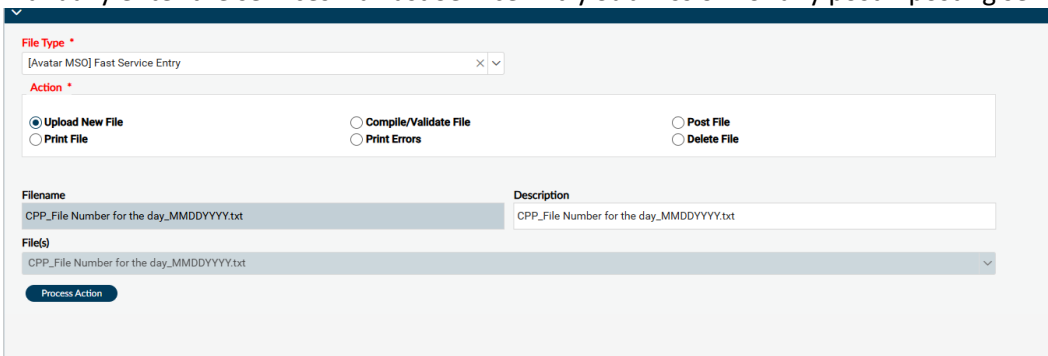


File Import – Treatment Note Service Import Submission

Purpose: How to submit service data from the Treatment Note Service Import report to complete billing workflow

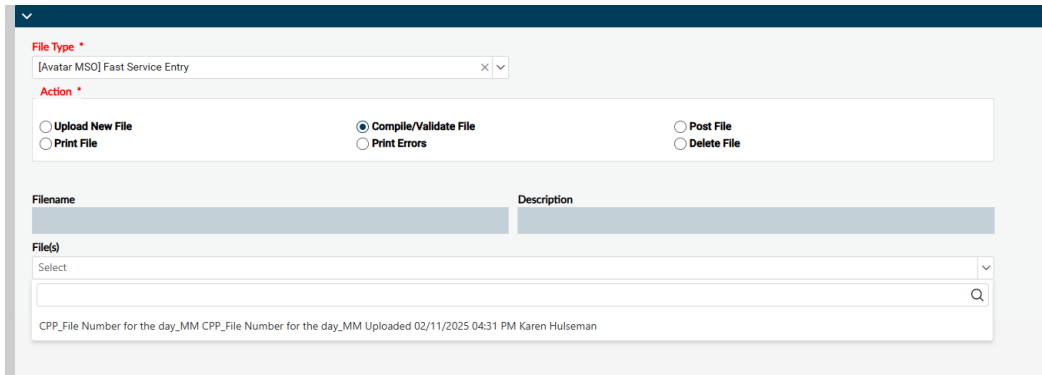
Note - When a service for same client ID, program, date, and code is created in the Treatment Note Service Import report and this report is imported and posted, a batch is created. The service data in the Treatment Note Service Import report cannot be recreated again. *This is to prevent duplicate entry of services.* If the file is posted, the end user will need to manually enter the services via Fast Service Entry Submission for any post – posting service adjustments.



The screenshot shows the 'File Import' interface. At the top, 'File Type' is set to '[Avatar MSO] Fast Service Entry'. Under the 'Action' section, 'Upload New File' is selected. Below this, there are fields for 'Filename' and 'Description', both containing 'CPP_File Number for the day_MMDDYYYY.txt'. A 'File(s)' dropdown menu also shows the same filename. At the bottom, there is a 'Process Action' button.

Steps:

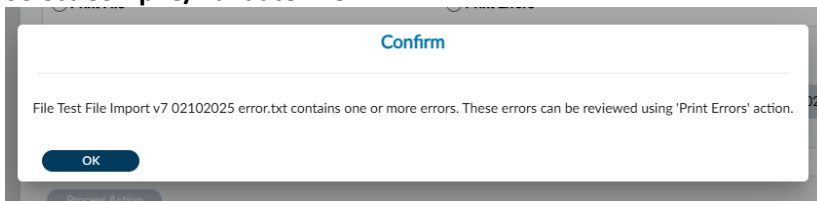
1. Open **File Import** via the “What can I help you find?” search menu or via *My Favorites*
2. Select **Fast Service Entry** under **File Type**
3. Select **Upload New File**
4. Select **Process Action**



This screenshot shows the 'File Import' interface after clicking 'Process Action'. The 'Action' section now has 'Compile/Validate File' selected. The 'Filename' and 'Description' fields are empty. The 'File(s)' dropdown menu is open, showing a list of files with a search bar. One file is visible: 'CPP_File Number for the day_MM CPP_File Number for the day_MM Uploaded 02/11/2025 04:31 PM Karen Hulseman'.

- a. File explorer opens, select applicable Treatment Note Service Import file previously downloaded/saved to user's device
- b. File details will appear

5. Select **Compile/Validate File**



The screenshot shows a 'Confirm' dialog box. The text inside reads: 'File Test File Import v7 02102025 error.txt contains one or more errors. These errors can be reviewed using 'Print Errors' action.' There is an 'OK' button at the bottom.

6. Select file from drop-down menu and click **Process Action**

- a. If no errors, click **OK**
- b. If error pop-up displays, click **OK** and select **Print Errors**, then click **Process Action**

Run Date: 2/18/2025 4:18:28 PM Page 1 of 1

Milwaukee County Behavioral Health Serv
1220 W Vliet Street - Third Floor
Milwaukee, WI 53205

[Avatar MSO] Fast Service Entry File Import Errors

File: Test File Import v7 02102025 error.txt
File Status: Compiled

Line #	Service Units	Location	Duration (Minutes)	Does This Service Represent An Admission	Missing required field
19					Missing required field
20		92			Invalid 'Location' code
21					'Duration' is required
24				376592	Invalid dictionary code

- c. Review report and correct errors within the file, then repeat steps 3-6

7. Select **Post File** – creates a batch for claim adjudication
8. Click **Process Action**
9. Click **OK**
10. Select **Print File** to generate a report of posted services
11. Click **Process Action**

File Type *
[Avatar MSO] Fast Service Entry

Action *

☐ Upload New File
 ☐ Compile/Validate File
 ☒ Post File
 ☐ Delete File

☐ Print File
 ☐ Print Errors

Filename: CPP_File Number for the day_MMDDYYYY.txt Description: CPP_File Number for the day_MMDDYYYY.txt

File(s): CPP_File Number for the day_MM CPP_File Number for the day_MM Compiled 02/11/2025 04:33 PM Karen Hulseman

Process Action

Avatar NX Report Viewer 2025.01.00 Close Report

2/11/2025 Page 1 of 2

Milwaukee County Behavioral Health Serv
1220 W Vliet Street - Third Floor
Milwaukee, WI 53205

Fast Service Entry File Import

File Name: CPP_File Number for the day_MMDDYYYY.txt
File Status: Posted File Date: 2/11/2025

[Post Detail](#)

Batch Number: 23502
Member Name: CHILD,THIRD
Funding Source: Funding Authorized
Provider: YJ St. Charles Youth and Family Svcs
Performing Provider: HULSEMAN,KAREN
Type Of Service: No Entry
Level Of Care: No Entry
Date Claims Received: 2/10/2025

Service Date	Procedure Code	Auth Number	Units	Total Charge
2/2/2025	Individual/Family Therapy (5100)	376592	92.00	1,472.00