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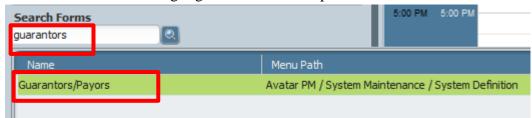
1.0 Policy

It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA), to collect items including admission and discharge data.

In order to maintain guarantors, the facilities will be in charge of updating their guarantors in Avatar based on the insurance companies they are billing for services. For all SAPTA guarantors, SAPTA will be in charge of keeping these updated.

2.0 Procedure

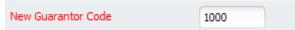
- 1. On the Home Screen in Avatar, in the **Search Forms** field, search for the **Guarantors/Payors** form.
 - a. Double-click the highlighted selection to open the form.



- 2. The **Guarantor/Payors** form will appear.
 - a. To view a list of guarantors in the system, click Edit.
 - b. This will open the drop down menu for Guarantor Code.
 - c. Choose which one you'd like to view.
 - d. Do NOT change any unless you've consulted with the SAPTA Avatar HelpDesk.
- 3. To add a new guarantor/payor, click on **Add.**



- 4. Enter a unique guarantor code in the **New Guarantor Code** field.
 - a. This must be a code that is not already used.
 - b. Ensure the code hasn't been used by editing the guarantor to look at the list.
 - c. Starting with 1,000 and adding to that is probably the best in order to keep new guarantors separate from ones already in the system.





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- 5. Inactive Guarantor: Choose No.
- 6. HIPAA Transaction Version: Choose Version 5010.



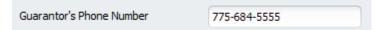
- 7. Enter the guarantor name in both fields: **Guarantor Name** and **Guarantor Name for Alpha Lookup.**
- 8. Enter the **zip code**.



- 9. Enter the guarantor's address:
 - a. Guarantor's Address Street
 - b. Guarantor's Address Street 2
 - c. **Guarantor's Address City** (should auto-populate based on zip code)
 - d. **Guarantor's Address State** (should auto-populate based on zip code)



10. Enter the Guarantor's Phone Number.

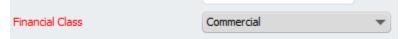


11. Choose the correct **Financial Class** from the dropdown choices.

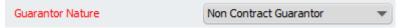


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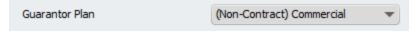
- Blue Cross
- Champus
- Commercial use for private insurance companies
- County use for county grants/monies
- Grants use for grants
- HMO
- Medicaid
- Medicare A
- Medicare B
- No Fault/Comp
- Non-Recoverable
- Self-Pay
- State
- Voucher



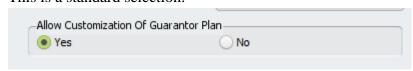
12. Always choose Non-Contract Guarantor in the Guarantor Nature field.



13. Choose the correct **Guarantor Plan** that coincides with Step 11 above.



- 14. Choose **Yes** in the **Allow Customization of Guarantor Plan** if you want the option to customize this plan.
 - a. This is a standard selection.



15. In the **Default 'Client's Relationship to Subscriber' in Financial Eligibility** field, choose **Self** if you want the system to default the client's information into this field on the financial eligibility form.





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- 16. At this time, nothing else on this form needs to be completed. All other information can be updated by the Avatar Helpdesk if electronic billing is enabled, etc.
- 17. Click **File** in the top of the page in order to save this guarantor.

