**myAvatar - Call Center Clinical-Mini Guide**

***Clinical-*Receives transferred call from Access Unit Clerical**

**Clerical gives Clinical name or ID# of client: All information regarding call should be in the notes by clerical (Example: P334). Clinical uses name or ID# given to:**

**Search Client:**



**Search Forms: Initial Contact Log: to update information.**



Initial contact



Highlight correct call:



Click Edit at bottom:



Opens Initial Contact Log completed by Clerical:

Clinical adds referrals given/notes to the Notes section at bottom. Changes the Contact Result from Open to Completed.



**SUBMIT**