


Transferring Services Between Guarantors for myAvatar

This process can be followed when a CCP who uses Avatar needs to move charges between guarantors to create a new claim for a different guarantor than was originally billed.

1. Open Spreadsheet Remittance Posting
2. Enter Client Name/ID

Client *




3. Select an option in Post by By Claim or Episode

Post By Claim or Episode *



All Episodes Claim Episode

4. Select Claim/Episode/Start Date/Stop Date
Start/Stop Date should be equivalent to DOS





Claim

Select 





Episode *

Episode # 2 Admit : 03/08/2019 Discharge : None Program : ySUTS CAMINAR - OP SUTS  

Start Date *









03/08/2019    

Stop Date

04/16/2024    

5. Enter Posting Date and Date of Receipt

Posting Date * **Date of Receipt ***

04/16/2024     04/16/2024    

6. Select Guarantor to Post for

Guarantor to Post For *
(99999)NTST Default Payor x v

7. Launch Work Screen

Launch Work Screen

8. In Transfer Amount, put Guarantor Liability, select correct transfer code, and the correct guarantor that the service(s) needs to be transferred to.

Transfer Amount	Transfer Code	Transfer Guar
106.00	5998	99999

9. Accept (this will return you back to original screen)

Accept Find... Revert Cancel

10. Submit

Submit

11. The service will now be on the Client Ledger under the correct guarantor in Unbilled Status with an open balance.