

Link/Unlink an Invoice to an Admission

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Link/Unlink an Invoice to an Admission

Unlinking an Invoice to an Admission

1. Select the relevant patient admission by selecting the ARN hyperlink.
 - a. The Admissions screen will display the Invoice details.
2. Select the **Show** button next to the Invoice.
 - a. The Invoice screen will display.
3. Select the **Edit** button next to each line item.

Invoice

Invoice Number845

Invoice StatusPaid

Invoice Date28/05/2018

Invoice Total\$12.20

GST Total\$0.00

Medical ProviderHosp Clintel HOSPITAL

Service LocationIP Clintel Hospital

Referral

Claim Status

Claim Information

Note

Line Item

ShowEditAdjustmentRefund

Service Date15/03/2018

Item Number73806

DescriptionPregnancy test by 1 or more immunochemical methods

Units1

Price\$12.20

Fund Price\$12.20

Allocations

Search...Q

Date	Statement	Paid	Adjustment	Gst Paid	Gst Adjustment
14/04/2021	Combined Payment	\$12.20	\$0.00	\$0.00	\$0.00

- a. The line item details will display, scroll down to the Medicare online Section.
4. The Admission field will show the linked Admission details.
 5. Using the drop-down, clear this value by selecting a blank line.

Medicare Online

Item description for online claims

☐ After care override (Not Normal After Care)
 ☐ Duplicate service override

Equipment ID

☐ Multiprocedure override

Restrictive override

☐ Rule 3 exempt
 ☐ S4B3 exempt

Accession date time

Collection date time

Self deemed code

time/duration (minutes)

0

Specimen ID

Line selfdeem text

☐ Compensation claim
 ☐ Financial interest
 ☐ Accident

Informed consent

Admission

15/03/2018 Complete (000179)

DVA distance traveled kms

0

6. Select the **Update Line** item button.

7. Repeat this for every line item on the invoice.

The Admission will now be unlinked from the Invoice

Linking an Invoice to an Admission

The reverse process of unlinking an admission from the invoice applies here.

For Statutory Reporting, there is a requirement to include financial line item data in the HCP file. This means all admissions must be linked to an invoice.

The preferred way to manage this is by raising an invoice directly on the Admission record however, there may be occasions where an invoice was raised separately and needs to be linked to the Admission.

To link an Invoice to an Admission

From the CareRight Dashboard:

1. [Search](#) for a patient.
 2. Click **Show**.
 3. In the Main Menu, click **Accounts**.
 4. Locate relevant account.
 5. Click **Enquiries**.
 6. Under History > select the Invoice required to link to admission > click **Show**
 7. Under the Line Item > click **Edit** button on each Line Item.
 8. Scroll down to the **Medicare Online section**.
 9. Locate field **Admission**, select relevant Admission from the dropdown.
 10. Select the **Update Line Item** button.
 - a. Repeat the process for each line item on the invoice.
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