


Admit

Last Modified on 13/02/2024 3:34 pm ACDT

1. [Select](#) a patient.
2. Click **Show**.
3. In the Main Menu, click **Admissions**.
 - a. The Admission screen will display, click **Pre Admit**.
4. Select a **Planned Location**.
5. Select an **Admission Category**.
6. Enter a **Reason** for the admission.
7. Fill in any remaining fields as per your business / statutory reporting requirements.
8. The Planned Discharge date can be defaulted to today (speak to your system administrator if it isn't).
 - a. Adding a Planned Discharge date will not automatically discharge the patient on that date.
9. Click **Pre Admit**.
10. Click **Admit**.

The Patient is now admitted to the chosen location.

The screenshot shows the patient admission workflow. At the top, a patient card for Mrs Karen Ferguson is displayed with her MRN (000258), CRN (001070), and home address. Below the card are 'Pre Admit' and 'Admit' buttons. A breadcrumb trail shows the path: Dashboard / Patients / Mrs Karen Ferguson / Admissions. An arrow points from the 'Admit' button to the 'Admission' form below. The form contains fields for Admission Date (25/02/2019), Location (East St Kilda), Admission Category (Emergency), Reason (Suspected appendicitis), Admission Type (Elective admission), Admitting Doctor (Dr Mary Smith), Attending Doctor (Dr Mary Smith), Planned Date of Discharge (25/02/2019), and Discharge Intention (Discharge to usual residence). A 'Display Hidden Fields' checkbox is at the bottom left. An arrow points from the bottom right of the form to a modal box containing 'Admit' and 'Cancel' buttons.

**Mrs Karen Ferguson**
MRN: 000258 CRN: 001070 Home: flinders, 31, ke
Female , aged 58 years , born on January 4, 1961 , ne

Pre Admit Admit

[Dashboard](#) / [Patients](#) / [Mrs Karen Ferguson](#) / [Admissions](#)

Admission

Admission Date25/02/201921:28

LocationEast St Kilda

Admission Category*Emergency

Reason*Suspected appendicitis

Admission TypeElective admission

Admitting DoctorDr Mary Smith

Attending DoctorDr Mary Smith

Planned Date of Discharge25/02/2019

Discharge Intention on AdmissionDischarge to usual residence

☐ Display Hidden Fields

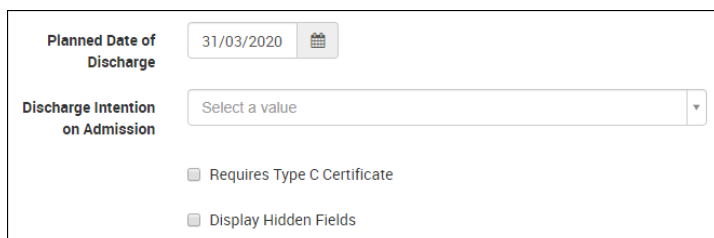
AdmitCancel

Managing the Type C Certificate During Admission (New v6.65 Feature)

As part of the admissions process, a Type C certificate may or may not be required depending on a number of factors:

Admin Setting: Required or Optional

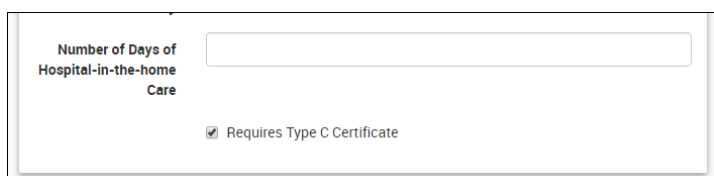
If your System Admin has indicated that a Type C certificate is required or optional, then a **Requires Type C Certificate** checkbox field will appear:



The screenshot shows a form with two main sections. The first section, labeled 'Planned Date of Discharge', contains a date input field with '31/03/2020' and a calendar icon. The second section, labeled 'Discharge Intention on Admission', contains a dropdown menu with 'Select a value' and a downward arrow. Below these sections are two checkboxes: 'Requires Type C Certificate' and 'Display Hidden Fields', both of which are currently unchecked.

Admin Setting: Pre-Admission

If the Admission Category selected during pre-admission requires a Type C Certificate (as specified by your System Admin), then the **Requires Type C Certificate** field will be pre-selected. This can be de-selected during admission if needed.



The screenshot shows a form with a section labeled 'Number of Days of Hospital-in-the-home Care' containing an empty input field. Below this section is a checkbox labeled 'Requires Type C Certificate', which is checked.

Type C Certificate Information Collection Required

In a specific scenario, additional information needs to be collected — this scenario is applied when all of the following conditions are met:

- The patient has a health fund set in their patient summary;
- The funding source is set to blank or "Health Fund"; and,
- The associated health fund has the "Day Hospital IHC Claiming" value set to "Electronic Claiming (Thelma)" or "Electronic Claiming (Eclipse)".

In this situation, additional data fields appear when the **Requires Type C Certificate** field is selected:

1. In the **Requires Type C Certificate** field, select the checkbox to indicate that it is required.
 - a. Two additional fields will appear.
2. In the **Certifying Doctor** field, enter a medical provider name if he/she is different to the patient's attending doctor.
3. In the **Nature Of Illness** field, enter a brief description of the illness.
4. Click **Admit**.

Admission

Admission Date

31/03/2020



08:03



Location*

East St Kilda Clinic DESC



Admission Category*

General Admission



Reason*

BRONCHOSCOPY with dilatation of tracheal

Admission Type

Select a value



Admitting Doctor

Dr Juan Krill



Attending Doctor

Dr Juan Krill



Planned Date of Discharge

31/03/2020



Discharge Intention on Admission

Select a value



☒ Requires Type C Certificate

Certifying Doctor

If different to the Attending Doctor



Nature Of Illness

Asthmatic symptoms requiring bronchoscopy.

☐ Display Hidden Fields

Help