

Adding Procedures

Last Modified on 03/05/2023 3:35 pm ACST

To record a Procedure against the Admission Record, follow these steps:

1. [Search](#) for a Patient.
2. Click **Show**.
3. In the Main Menu, click **Admissions**.
4. Click the **ARN** (hyperlink) of the admission (opens the show) screen or click Current Admission link
5. From here, scroll down to Procedure > Select **New** button
6. Complete fields using the table below as reference.

Field Name	Pick List Options	Description
Procedure*	ICD10/Generic list	This is a pick list of ICD10 or generic codes that is loaded/managed by your system admin
Priority*	Auto-populated free text value (integer)	The system auto populates this value - the first diagnosis will be given Priority = 1, the second Priority = 2 and so on. However, you can override this default value and the priority list will re-order itself.
Clinician	Staff pick list containing providers	Clinician is a HMDS statutory requirement (WA). Refer to your clinical coding expert for more details.
Date		The specific date of the procedure. Defaults to admission date.
Contract Flag	<ul style="list-style-type: none">• Contracted Admitted procedure• Contracted non-admitted procedure	Procedure contract flag is a QHAPDC statutory requirement (QLD). Refer to your clinical coding expert for more details.

* Indicates mandatory field

7. Click:

- a. **Save** - to add the procedure to the admission
- b. **Save & Add New** - to add the procedure and return to the new screen to add another procedure
- c. **Cancel** - to cancel and save no changes

8. **Note:** Any equal or lower priority procedure entries will be demoted in priority to prevent duplicate priorities.

Admission History			
Admission Date	Discharge Date	Location	ARN
18/12/2017 at 04:05 PM		Clintel Hospital	000171
18/12/2017 at 01:54 PM	18/12/2017 at 03:35 PM	Clintel Hospital	000170

Proced

New Procedure

Procedure

32087-00 (ICD - Proc

Priority

1

Clinician

Dr Ian Jones

Save

Save & Add New

Cancel

New