

Admission Coding

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1. From the CareRight Dashboard:
2. Select **Locations** Menu item and choose relevant Location.
3. Select **Admission Coding**.
4. The Admission Coding Summary screen has a matrix, for given date ranges, showing the number of admissions which are:
 - a. Ungrouped - Not yet grouped i.e. the admission does not have a DRG code (or at least one Diagnosis or Procedure code).
 - b. Ungrouped and Held for Claiming - Not yet grouped and flagged in admission screen as Hold Claims For This Admission = Yes.
 - c. Grouped - Admissions with a DRG code (or at least one Diagnosis or Procedure code) and which are not cancelled.
 - d. Total - Total of all Admissions discharged on the date which are not cancelled.
5. Click the hyperlink number to display admissions for a date period.

Note: If you do not require a DRG to be populated for an Admission to be deemed "coded" then check the setting "Enable Manual Coding" in System Administration>Locations (edit a location)

Example screen:

Discharge Date	Ungrouped	Ungrouped and held for Claiming	Grouped	Total
17/06/2018	1	0	2	3
16/06/2018	1	1	1	4
03/05/2018	1	0	2	3
30/04/2018	0	1	3	4

29/04/2018	1	2	4	7
Discharge Date	Ungrouped	Ungrouped and held for Claiming	Grouped	Total
28/04/2018	1	2	1	4

** this screen contains pagination results that will flow to additional pages after 30 entries

6.The list of Admissions will display with the following fields:

Field	Description	Example
Admission Date	Date of Admission with time	11/12/2018 at 09:51AM
Discharge Date	Date of Discharge with time	11/12/20108 at 04:35PM
ARN (hyperlink)	This is the Admission Record Number - it is unique	0001354
MRN	This is the Medical Record Number - it is unique	0000051
Patient (hyperlink)	This is the patients full name	Mr Caleb James Gray
First Name	Patients first name	Caleb
Last Name	Patient Last name (the results will sort by this field as a default)	Gray
Admission Category	This is the category of the admission.	General
Reason	This is the reason for the admission	Sick

Held Status Field	Status of the claim Description	Ready to Claim Example

7. The values in this list can be sorted by the following fields:

a.Admission Date

b.Discharge Date

c.ARN (admission record number)

d.Patient First Name & Last Name

8.From the list, the ARN is a hyperlink to the admission - click this to go to the admission record

9.This admission can then be edited, coded, invoiced, etc

Alternative way to access this screen:

1. From the CareRight Dashboard:

2. Select **Locations** Menu item and choose relevant Location.

3. Select **Invoices and Claims**.

a. The Invoices and claims screen will display

4. Scroll down to the bottom of the screen and select **View Ungrouped Admissions**.

a. The Admissions Coding summary screen will display.