

# Checking for Uncoded or Held Admission Records

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You can view all uncoded admission records via the Admission Coding Summary screen. The screen will display sorted by Discharge Date and will show the most recent first however the view can be re-sorted by selecting each of the available column names. For all counts on this screen it will only include admissions which have been discharged and not cancelled.

To access the Admission Coding Summary screen:

1. From the CareRight Dashboard.
2. Select **Locations** menu item and select the relevant Location.
3. Select **Admission Coding** sub-menu item.
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

**Note:** If you do not require a DRG to be populated for an Admission to be deemed "coded" then update the setting "Manual Coding" in System Administration>Locations

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
28/04/2018	1	2	1	4

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

5. Select the hyperlink number to display admissions for a date period.

6. From the list, the ARN is a hyperlink to the admission - select this to go to the individual admission record.

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

### Admission Coding Detail Screen

Once you have selected a hyperlink count for a date period the Admission Coding Detail screen will display with the following fields:

Field Name	Description	Example
Admission Date **	Date of the admission	03/01/2018 at 10:30am
Discharge Date **	Date of the admission discharge	03/01/2018 at 04:00pm
ARN **	Admission Record Number	00287
MRN	This is the unique Medical Record Number for the patient	000136
Patient Name	This is the patient's full name	Mr John Smith
First Name **	This is the patient's first name	John
Last Name **	This is the patient's last name	Smith
Admission Category	This is the admission category	General Admission
Reason	Reason for admission	Sick / Ill
Held Status	Claim Status	Ready to claim

\*\* can filter/sort view by this field. Note the Default sort is by Patient First Name