Pre-Admissions

Last Modified on 16/12/2020 4:51 pm ACDT

Pre-admissions allow to record information pertinent to the Online Eligibility Check (OEC). Once a Patient is pre-admitted you can perform an OEC in CareRight. The data returned can be saved in the pre-admission record. Once a pre-admission is converted to an admission, the information then flows through to the admission record, the invoice and the claim.

Create a Pre-Admission

1. Search for a patient.

2. Click **Show**.

3. In the Main Menu, click **Admissions**.

    a. The Admissions screen will display.

4. Click **Pre Admit**.

    a. The Pre-admission screen will display.

5. Fill in the relevant fields using the table below for reference.

6. Click **Create Pre-Admit**.

    a. A confirmation message will appear.

Field	Description	Example
Planned Location	Planned location for this admission	Clintel Clinic
Planned Date	Planned date for this admission	20/12/2017
Admission Category	Admission category (which will set any pre-defined statutory reporting values for the admission)	Day Surgery - MOHS
Reason		
Admitting Doctor	Select admitting doctor from drop down list	Dr J Smith
Funding Choice	Select from: 1.Self-Insured (Private) - no cover 2.Health Fund 3.DVA 4.Other - provides an Alternative Funder field with 3rd party and legal funders	Health Fund
Presenting Illness MBS Number	Presenting Illness MBS Number	
Presenting Illness Service	Presenting Illness Service Code	

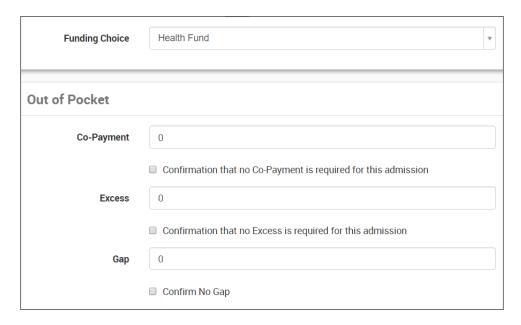| Code			
Field	Description		Example
Additional Services	Add Service to add Item and Cost		
Pre Existing Condition (check box)	True or False		False
Compensation Claim (check box)			
Accident Date (appears when Compensation Claim is ticked)	Click mini-calendar to select a date when the accident occurred.		
Requires Type C certificate (check box)	Tick to indicate that a Type C certificate is required. Based on system settings defined by your Administrator, this check box may not be visible or pre-ticked if required.		
Funding Choice	To select the fund type associated with the current admission		
Fund (Appears when Health Fund is selected)	Select the health fund. It will default to that Health fund if the patient has only one health fund listed in summary screen.		
Co Payment	Co Payment information will flow through when an invoice is created from the admission screen		200
Excess	Excess information will flow through when an invoice is created from the admission screen		250

Managing Out of Pocket Contributions (New v6.65 Feature)

As part of the pre-admission process, admissions staff can specify co-payment, excess, and gap patient contributions based on the selected funding source. At the bottom of the **Pre-Admission** panel is a field called **Funding Choice** — the selection made here will impact available options in the subsequent **Out of Pocket** panel.

In the **Funding Choice** field, select the most relevant option. Please read below to see how your choice affects out of pocket fields.

If Health Fund is Selected

The Out of Pocket panel will be populated with fields for **Co-Payment**, **Excess** and **Gap**. If **0** is entered for any of these fields, then a confirmation message will appear with a checkbox — this needs to be selected in order to proceed with the pre-admission:

| Funding Choice | Health Fund ▾ |

Out of Pocket

| Co-Payment | 0 |

☐ Confirmation that no Co-Payment is required for this admission

| Excess | 0 |

☐ Confirmation that no Excess is required for this admission

| Gap | 0 |

☐ Confirm No Gap

If the patient's health fund gap type is set to "No Gap", then the Gap field will not appear.

If Self-insured (Private) or Other is Selected

The Out of Pocket panel will be populated with a **Deposit** field. If 0 is entered, then a confirmation message will appear with a checkbox — this needs to be selected in order to proceed with the pre-admission:

| Funding Choice | Self-insured (Private) ▾ |

Out of Pocket

| Deposit | 0 |

☐ Confirm No Deposit

If Department of Veteran Affairs (DVA) is Selected

The Out of Pocket panel will not appear.

| Funding Choice | Department of Veteran Affairs (DVA) ▾ |

[Pre-admit] [Cancel]

Cancel a Pre-Admission

You can cancel a Pre-Admission from two areas, follow the steps below:

From the Admissions Page:

1. In the patient record, click **Admissions**.

2. Under the Next Pre-Admission section click **Cancel**.

From the Admissions → Pre admissions page:

1. In the patient record, click **Admissions**.

2. Click **Pre admissions**.

3. Click the **ARN** of the Pre-Admission.

4. Click the **Cancel** button.

WARNING: You will not get a pre-cancellation confirmation dialogue - clicking cancel will cancel the Pre-Admission.

Copy a Pre-Admission

You are able to copy the fields for a Pre-Admission up to 14 days after the Planned Date of Admission. You can copy a Pre-Admission from the Admissions Screen or the Pre-Admissions Screen.

From the Admissions Screen:

1. Search for a patient.

2. Click **Show**.

3. In the Main Menu, click **Admissions**.

    a. The Admissions screen will display with any current admissions, pre-admissions and the Admissions History.

4. Under the Next Pre-Admission section, select **copy** from the drop down menu option.

    a. A screen with the next 14 days will display.

5. Select the date(s) to copy the Pre-Admission to.

6. All fields will be copied from the source to the target Pre-Admission except the Planned Date of Admission.

7. Click **Create Copies**.

8. Pre-Admissions for the selected dates will be created and a message (green) advising that it was successful i.e. "7 new pre-admission(s) has been added".

From the Admissions → Pre-admissions screen

1. Search for a patient.

2. Click Show.

3. In the Main Menu, click **Admissions**.

4. Select **Pre-admissions** sub-menu item.

5. Select the **ARN** hyperlink of the Pre-Admission you wish to copy.

6. Select the **Copy** button (below the banner).

7. Select the date(s) to copy the Pre-Admission to.

8. All fields will be copied from the source to the target Pre-Admission except the Planned Date of Admission.

9. Click **Create Copies**.

10. Pre-Admissions for the selected dates will be created and a message (green) advising that it was successful i.e. "3 new pre-admission(s) has been added".

Edit a Pre-Admission

You can edit a Pre-Admission from three areas, follow the steps below:

From the Admissions Screen:

1. Search for a patient.

2. Click **Show**.

3. In the Main Menu, click **Admissions**.

4. Under the Next Pre-Admission section, select **Edit Pre-admission** from the drop down menu.

    a. The Pre-admission screen will display.

5. Edit the relevant details.

6. Select the **Update** button.

From the Admissions > Pre admissions Screen:

1. In the patient record, click **Admissions**.

2. Click **Pre admissions**.

3. Click the **Edit** button on the right of the Pre-Admission.

4. Edit the relevant details.

5. Select the **Update** button.

You can also edit from the Pre-Admission → Show page by clicking the **Edit** button.