# Copy Admission

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## Overview

Using the **Copy From** button within the admission screen is the copy functionality of Admissions. This copies field values from a previous admission into the current admission. There 2 ways to copy:

1. **Diagnosis and Proceedure from previous** - you can select which admission can be copied

2. **Coding from selected previous admission** - copies from the latest admission on record

**Note**: An Admission Category can be set up to only copy the following:

- All
- Blank fields
- Diagnosis and Procedures
- None



When pressed this loads a new screen allowing the user to select an admission from the patient's admission history. This functionality ensures that after selecting an admission, the user is presented with a list of the values for fields (that meet the requirement below) and the ability to confirm the copy should proceed.

This also includes Coding relationship data such as Diagnoses and Procedures.

The listed 'Values to Copy' only shows fields that:

- Have a value in the selected source admission (otherwise there is nothing to copy)
- Have different values between source and destination (as there is no point copying the same values)

In addition:

- s not have "Show HidIf the destination admission doeeden Fields" checked then hidden fields will be hidden in the destination admission (and the values of these fields aren't copied into the destination admission).
- The list will pre-select (check) the check box for a field if the destination field is empty.
- All the values that are checked on the Copy From screen are copied from the selected source Admission to the destination admission overwriting the existing values in the destination admission.
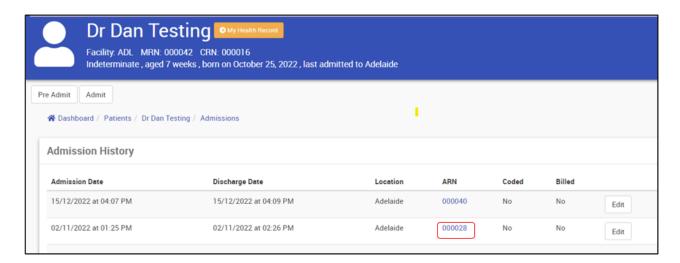
**Copying a previous Admission**

1. Search for a patient.
2. Click **Show**.
3. In the Main Menu, click **Admissions**.
4. Select the relevant Admission from the Admission History section, select **ARN** hyperlink.
    a. The Admission details will display.



1. Select **Copy From** button (under banner) and a drop down will display.
2. Select **Select Diagnoses and Procedures from previous admission**



1. Select the source admission you wish to copy from (click **Select**).
2. Check (tick) the fields that you want to copy into the Destination Admission.
3.

| Field | Description |
| --- | --- |

| | |
|---|---|
| Admission Date (Time Only) | The time of admission date (eg 03:44 PM) |
| Planned Date of Discharge (Time Only) | The planned time of discharge (eg 12:00 AM) |
| Discharge Date (Time Only) | The actual time of discharge (eg 01:50 PM) |
| Extra Code 1 | This is based on your hospital's procedure, it is normally for health fund. |
| Planned Date of Discharge at time of Admission (Time Only) | The planned time of discharge when patient is admitted (eg 11:51 AM) |
| Same Day Status | Are the patient status changed from the original admission or not (eg Overnight patient) |
| VAED Criterion for Admission | eg Day-only Automatically Admitted Procedures |
| VAED Funding Arrangement | eg Private Hospital Elective Surgery Initiative |
| Intention to Re-admit | Your current plan of re admitting |
| Admission Category | eg General Admission |
| AAPC Referral on Discharge | |
| Same Day Band | |
| Presenting Illness Service Code | |
| Co-Payment | The amount patient has to pay for hospital fee |
| Excess | The amount patient has to pay for health fund |
| Fund | The guarantors (eg Bupa) |
| Admitting Doctor | Information on who is doing admission |
| Attending Doctor | Information on who are attending the admission |
| Minutes of Operating Theatre Time | |
| VAED Account Class | |
| VAED Care Type | |
| VAED Program Identifier | |
| Diagnosis Related Group (DRG) | |
| Episode Type | |
| Anaesthetic Type Code | |
| Statistical Local Area Code | |
| VAED Admitting Unit/Specialty | |
| VAED Discharging Unit/Specialty | |
| Procedures | The unique code to identify the procedures |

4. Select **Update** button.