Admission Categories

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Admission Categories

- Admission categories are used to set up default values for admission fields.
- Upon creating the admission, these fields are pre-filled with the default values.
- This is particularly useful if you are required to submit statutory reports to government bodies, as data can added to the admission automatically.
- This saves filling in the same values in the same fields every time an admission is created.
- Admission should be setup by your system administrator in conjunction with your clinical coder.

If you are having to regularly change the values in the admission then contact your system administrator. They may be able to set refine current admission categories to better suit your needs. This excludes fields such as item, procedure and diagnosis codes that vary with each patient admission.

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Using the Change Category button

The Change Category button allows you to change the admission category after the admission has been created.

Warnings:

- Changing the admission category may alter values on the admission.
- Check that all admission values are correct after updating.

To change the Admission Category:

1. Go to the Admission (Patient > Admissions).
2. Click Show on Current Admission
3. Click the **Change Category** button.
4. Select the new **Admission Category**.
5. Select from the following three options:

Option	Description
Overwrite blank fields with the default values for this category	only blank fields will be replaced with default values

Option	Description
Overwrite all fields with the default values for this category	all fields will be replaced with default values
Do not set default values	no default values will be applied

5. Click **Change Category**.

6. Back on the admission screen, click **Edit**.

    N.B. The Change Category function turns on "Display Hidden Fields" which means that all fields for the admission will show on the edit screen.

7. Go through and check the values are correct.

8. If the values are correct, then click **Cancel**.

9. If they are not correct, make any changes and click **Update**.

Accidentally applied the wrong admission category?

If you have applied the wrong admission category, you should:

1. Change the admission category Using the Change Category button
2. Edit the admission and check each field carefully