Cancel Admission

If an admission has been added in error, it can be deleted from the record by clicking Cancel Admission. The process requires a permission/ privilege to be granted by your System Administrator. A record of the Admission and cancelled will be displayed within the Cancelled Admissions menu. If there are invoices/claims on an Admission it cannot be cancelled.

Please Note: For Statutory reporting - when an Admission is cancelled the report will need to be regenerated, to excluded cancelled admissions.

To Cancel an Admission

1. Search for the relevant Patient

2. Select Admissions from the menu

3. For the current admission, select Cancel Admission from the drop down menu

4. As message advising that the cancelling of the admission is successful

5. The Admission is cancelled and displays in the Cancelled Admission sub- menu

Review cancelled Admissions

1. Search for the relevant Patient

2. Select Admissions from the menu

3. Select Cancelled Admissions sub-menu

4. The Cancelled Admissions screen will display with the following fields:

5. 7.1.4 Cancel Admission

Additional note: *If the admission is linked to an invoice line item, the option "cancel admission" will not be available. To cancel the admission, you must first unlink it from the invoice.*