

Marking the Admission Billing as Complete

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Marking the Admission Billing as Complete

There may be instances where an Admission may require multiple Hospital Invoices to be raised. A new setting on a Location will allow an Admission to be marked when all the Hospital billing is complete. This is to ensure it is clear to all users that they have finished the billing for said Admission.

1. [Search](#) for a patient.
2. Click **Show**.
3. In the Main Menu, click **Admissions**.
 - a. Select the hyperlinked ARN for the relevant Admission and the Admission screen will display.
4. Any raised invoices will display (Hospital & Medical Invoices)
5. Select the **Mark as Billing** complete button
 - a. A green successful message will display: Billing has been confirmed as complete on this admission as at 18/02/2019 at 12:24 PM by User Name.

Note: If needed you can 'Unmark As billing Complete' should you need to raise additional Invoices.

Reviewing Admissions with Incomplete Billing

The Invoices & Claims screens for each location will display relevant information depending if the "Confirmed Admission Billing" setting is enabled.

If the setting is enabled (see System Administration>Locations):

The column Uninvoiced in IHC and IHC (held from claims) panels will count admissions as being uninvoiced, even if the invoices have been raised on the Admission, which meet the following conditions:

- "Confirmed Admission Billing" on (enabled), and
- Admissions with Invoices where the Billing Complete flag (internal) is not set

Invoice Adjustments

Claims need to reflect invoice value including adjustments. Currently the claim displays, and uses, the line items values as the per the originally entered invoice value. This needs to be changed to use the value with all adjustments applied.

When building a claim, the adjusted value needs to be used for each segment.
