

# Patient Admissions

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## Patient Admissions

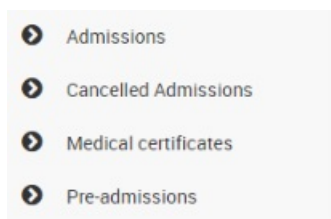
CareRight provides the functionality to both Pre-Admit and Admit patients. If you are required to perform Statutory Government Reporting, then you will need to admit and discharge patients.

It is also possible to create an admission in advance (Pre Admission) which can be converted to an Admission when appropriate.

### Admissions screen

From within the patient record, selecting Admissions from the menu will open the Admissions screen. From here you can to perform different actions depending on whether an open admission exists.

- Admit - Create a new admission (if a current open admission does not exists)
- Pre Admit - Create a Pre Admission record
- Add Medical Certificates
- Review Admissions History (including Cancelled Admissions)



### Pre-Admitting a Patient

A 'pre admission' is a way to plan an upcoming admission, perform necessary administration and other activities, such as an Online Eligibility Check (OEC)

1. Pre-Admission Process
  - a. From a Patient Record
  - b. Select **Admissions** from the menu
    - i. The Admission screen will display, select **Pre-Admit** button.
  - c. Select a Location
  - d. Select an Admission Category
  - e. Enter a Reason for the admission
  - f. Fill in any remaining fields as per your business / statutory reporting requirements.
  - g. Select the **Pre-Admit** button
  - h. Message advising 'Patient was successfully pre-admitted'
    - i. The Patient is now pre-admitted to the chosen location and you can now perform an Online

### Eligibility check (OEC)

- i. After pre-admitting a patient, select the **OEC** button
2. Processing an OEC
  - a. The OEC screen will display
  - b. Fill in any relevant information as requested (These are Medicare related fields and not related to CareRight)
  - c. Update additional services button
    - i. A message advising that CareRight is communicating with the health fund will display.
  - d. Once the check is completed the standard Medicare eligibility report will display.
    - i. Once an OEC is complete, information such as Excess & Co-payment amounts which will flow through into the Patient Admission

## Admitting a Patient / Converting a Pre-Admission

Full article: [Converting a Pre-Admission to an Admission](#)

1. From a Patient Record
2. Select **Admissions** from the menu
  - a. The Admission screen will display
3. If the Patient has been pre-admitted,
  - a. Select **Admit** button, fill in other information and select **Update** button.
4. If the Patient has not been pre-admitted,
  - a. Select **Admit** button
  - b. Select a Location
  - c. Select an Admission Category
  - d. Enter a Reason for the admission
  - e. Fill in any remaining fields as per your business / statutory reporting requirements.
  - f. Select the **Admit** button
    - i. The Patient is now admitted to the chosen location.

Once a patient has been admitted, you can perform the following processes:

- Edit
- Discharge
- Cancel

Edit Admission	Cancel Admission	New Episode	Discharge	Discharge Plan	Change Category	Print Sacr Form
Submit Cancer Notification						

## Editing an Admission

Full article: [Edit Admission](#)

1. Select the Patient Record.
2. If this is the Current Admission: Select **Current Admission** in the left-hand menu or in the banner, select **Currently Admitted** hyperlink.
3. If this is not the Current Admission - Select **Admissions** in the left-hand menu.
4. From Admission History section - Select the **Edit** button (right of the admission).
5. Fill in relevant fields for updating.
6. Select **Update** button.

## Discharging Planning

Full Article: [Discharge Planning & Discharge](#)

Prior to Discharge, you may wish to create a [Discharge Letter](#), finalise medications & other activities.

## Discharging a Patient

Full Article: [Discharge](#)

Discharge refers to patients who have completed their Admission. Discharge may also be referred to as "separation".

1. From a Patient Admission, select the **Discharge** button.
2. Check details and edit discharge date/time as required.
3. Select a **Discharge Diagnosis** - Mandatory field.
4. Select a **Discharge Status** - Mandatory field.
5. Select a **Discharged to** - Mandatory field.
  - a. Discharge letter will be ticked if you have created a discharge letter on the Discharge Planning page.
6. Check the **Confirm discharge** box if the discharge is definite or has already occurred.
7. Select **Discharge** button.
  - a. A message advising that the discharge has been processed successfully will display.

## Coding the Admission

Full Article: [Quick Admissions Coding](#), [Admission Coding](#)

1. Select **Edit Admission** button.
2. Scroll down to the Diagnoses / Procedure sections.
3. In the entry box, commence typing the codes you wish to enter. You can enter the whole number (e.g., M00.00) and then click <ENTER>.
4. You can add as many codes in this quick entry as required - if you need to reorder then you can use your mouse to

click, drag and drop.

5. When complete, scroll to the bottom of the page and select **Update** button.

If you do not see the expected ICD 10 codes for Diagnoses or Procedures, ask your system administrator about [Importing Diagnosis Codes](#).

Customers with 3M Grouper installed may also be interested in [Coding and Grouping](#).

## Cancelling an Admission

Full Article: [Cancel Admission](#)

If an admission has been added in error, it can be deleted from the record by cancelling the 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.
  - a. A message advising that the cancelling of the admission is successful.
4. The Admission is cancelled and displays in the Cancelled Admission sub-menu.

## Reviewing Admissions / Occupancy for a Location

Occupancy shows the current levels of occupancy for a specific location, it is populated with currently admitted patients.

Full Article: [Location Occupancy](#)

1. From CareRight Dashboard.
2. Select **Locations** from menu.
3. Select relevant location.
  - a. The Occupancy screen will display showing the currently admitted patients.

## Tips for Streamlining Admissions

Setting up custom Admission Categories will ensure that only the elements relevant to your specific Patient Admissions and Statutory Reporting requirements are displayed for data entry. This can be completed in CareRight Administration → Admissions → Admission Categories.

Full Article: [Admission Categories](#)

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