

Manually Coding an Admission (for 3M Grouper)

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This describes the process to manually code an admission. Coding of an Admission can be completed in two ways:

- Via the Patient record
- Via the Clinic location

To complete the coding, the Coder (or staff member) manually updates the patient admission with Diagnoses & Procedure codes. Once this is complete the Coder is able to use the integrate 3M Grouper to determine the correct DRG code. An Admission is considered "Coded" once it has been discharged and has been grouped (the DRG (diagnosis_related_group) updated. This process assumes the patient has been discharged.

Via Patient Record

1. From the CareRight Dashboard.
2. Select **Patients** from the menu.
3. Enter the patient name/mrn etc. (e.g., John Smith).
4. Select **Search** button, matching account will display.
5. Select Show button to access the Patient summary and menu.
6. Select **Admissions** menu item, the Active admissions & Admission history will display.
7. Select the **ARN** (Admission Record Number) link to open the admission details.
8. To complete the admission for coding it requires the following to be updated:
 - a. Diagnoses
 - b. Procedure
9. Select the **Edit Admission** button
10. Scroll down through the admission to add Diagnosis & Procedures.
 - a. Note: These values can be added dynamically, start typing each code into the relevant field. You can add multiple codes.
11. 'Update' the Admission

- a. The admission is ready to be grouped.

Admission History

Admission Date	Discharge Date	Location	Arn	Coded	Billed	
05/02/2018 at 12:11 PM	15/03/2018 at 12:07 PM	Head Office in Melbourne	000177	Yes	No	Edit
16/01/2018 at 04:18 PM	18/01/2018 at 10:24 AM	Clintel Hospital	000174	Yes	Yes	Edit

Grouping the Admission (Automatically)

Once an Admission has been updated with Diagnoses & Procedure codes it can be 'grouped.'

1. To group an Admission in code in CareRight (after the Diagnoses and Procedures have been added), select the Group button at the top of the Admission screen.
 - a. A warning message will be displayed, select **Ok**.
2. This will utilize the 3M grouper and apply the relevant DRG based on the Diagnoses and Procedure codes.
 - a. A confirmation message of successful grouping will display and the DRG code will be assigned.

Via Location

This approach allows for the coder to access all patient admissions to be coded from a central area.

1. From the CareRight Dashboard.
2. Select **Locations** from the menu.
3. Select relevant clinic location from the list.
4. Select **Admission Coding** from the menu.
 - a. The Admission Coding Summary will display.
5. Select the count hyperlink, the Admissions screen will display. This screen will show all uncoded Admissions with relevant details including Patient name.

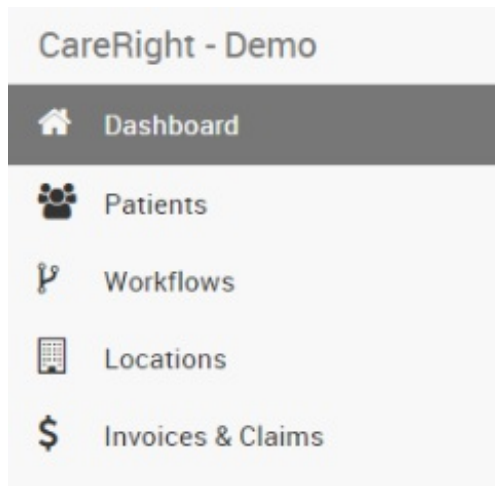
6. Click Select the **ARN** (Admission Record Number) link against each patient to open the admissions details.
7. Scroll down through the admission to update the Diagnosis and Procedure sections.
8. The admission can be manually coded as per the process above (via Patient).

Admission Coding Summary			
Dashboard / Locations / Head Office in Melbourne			
Admission Coding Summary			
Discharge Date	Ungrouped	Ungrouped and Held for Claiming	Total
Today	0	0	0
Yesterday	0	0	0
This week*	0	0	0
Last week	0	0	0
Older	1	0	1
Totals	1	0	1
.* excludes today and yesterday			

Admissions							
Admission Date	Discharge Date	Arn	Mm	Patient	Admission Category	Reason	Held Status
09/03/2016 at 11:16 AM	09/03/2016 at 11:17 AM	000166	000049	Miss Sarah Nguyen	General Admission	test	Ready for Claim
05/04/2016 at 12:04 PM	21/09/2016 at 04:23 PM	000171	000001	Mr Mike Carlson-SMITH	test 2	Testing	Ready for Claim
01/09/2017 at 01:51 PM	01/09/2017 at 01:52 PM	000213	000007	Miss Jane Doe	test	dewfgewdq	Ready for Claim

Invoices and Claims

Uncoded / Ungrouped Admissions can also be accessed via the Invoices and Claims screen from the main CareRight dashboard. A message under the IHC claims table states: "Un-invoiced counts exclude Admissions that have not been coded/grouped yet" with a link to Admissions Coding Summary screen.



Tips & Tricks

If you are accessing multiple admissions from the Admission Coding Detail summary, rather than click the ARN hyperlink (which takes you directly to the patient record). Follow these steps:

1. Hover the mouse cursor over the link and right-click.
2. Select **Open Link in a New Tab** — this will open a new web browser tab within the Patient Admission screen.
3. When done coding the admission, return to the original tab and repeat the process.
4. Between steps, click F5 to refresh the Admission Coding Detail summary.

28/08/2015 at 11:27 AM	28/08/2015 at 11:30 AM	00000000-0000-0000-0000-000000000000	al	ddd	Ready for Claim
28/08/2015 at 11:30 AM	28/08/2015 at 11:31 AM	00000000-0000-0000-0000-000000000000	al	dd	Ready for Claim
25/08/2015 at 01:53 PM	28/08/2015 at 11:32 AM	00000000-0000-0000-0000-000000000000	al	test	Ready for Claim
04/04/2015 at	04/09/2015 at	00000000-0000-0000-0000-000000000000	MSP		Ready for

