

Generic Codes Overview

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Generic codes provide access to modify many of the drop down lists throughout the application. A Generic Code table is a name given to a table holding a list of values, used in a drop down in CareRight.

For example, there is a Generic Code table called "Title". This table contains all the Titles used in CareRight.

Example values in the Title Generic Code table would be Miss, Ms, Mr., Dr. and so on. If you needed to add an additional Title for use in lists in CareRight, you can add a Generic Code value into the Title Generic Code table. Other Generic Code tables may include State, Marital Status, Occupation, etc.

For a full list see the end the final section of Generic Codes.

How to Add a new Generic Code value

If you wish to add additional values to drop down in CareRight, for example, an additional *Title* called "Sir" then follow these steps:

1. Click **Administration**.
2. Click **Generic Codes** from left menu.
3. Search for the code name or description (e.g., title).
4. Check the value does already exist in the list of codes.
5. Click **New Generic Code**.
6. Fill in the details from the table below.
7. Click **Create Generic Code** to save.

Field	Description	Example
Code	up to 10 character unique code.	SIR
Description	This will appear in the drop down list for this generic code table	Sir
Order	If left 'o' then alphabetical/numerical order will be used -1 will mean the value appears at the top of the list of drop down values	o

Note: You cannot change the code field once a generic code value is added.

How to Edit an Existing Generic Code

You can Edit the description and order of a generic code value after it has been added. This would be useful if you noticed a spelling mistake in a drop down value.

1. Click **Administration**.
2. Click **Generic Codes** from left menu.
3. Search for the code name or description (e.g., title).
4. Click **Generic Codes**
5. Find the specific value that you are looking for (e.g., Professor).
6. Click **Edit**.
7. Change the description to the correct value/spelling (e.g., Professor).
8. Click **Update**.

Bulk updating Generic Codes

If you need to edit multiple Generic Codes values, you can do so via the Batch Edit feature:

1. Click **Administration**.
2. Click **Generic Codes** from left menu.
3. Search for the generic code table name or description (e.g., title).
4. Click **Generic Codes** on the right.
5. Click **Batch Edit**.
6. Make necessary changes.
7. Click **Update**.

Export, Append and Replace Generic Codes

Where you have extensive lists of codes, from other systems or where large scale modifications are required, as of CareRight 6.g1 there is the ability to *Export, Replace or Append Generic Codes*.

Generic Tables				Search...	Q
Code	Description	Default Value	Display		
ADDRESS TY	Address Type	Home	Description Only	Generic Codes	Actions ▾
level ty	address_level_type	Basement	Description Only	Gener	Edit Replace Append Export
st suffix	address_street_suffix		Description Only	Gener	

This allows you to bulk edit codes in external programs, such as excel

AutoSave Off generic_table_114_codes - Excel

File Home Insert Page Layout Formulas Data Review View Automate Help

J3

	A	B	C	D	E	F	G	H
1	code	description	codeorder	expired				
2	MI	Test M i		1				
3	M II	Test M ii		0				
4	M III	Test iii		2				
5	Home	Home		0				
6	Postal	Postal		0				
7								
8								
9								
10								
11								
12								
13								
14								

Replace will override all existing codes. Be aware that if codes have been used previously in assessments or similar, you may not be able to remove/replace them.

Append adds new codes. This is often the most appropriate method.

CareRight

Dashboard Administration Generic Codes

Generic tables

Dashboard / Administration / Generic Codes

Complete

Task was successful
File successfully imported.

Click the continue button to return to the previous screen.

Continue

Setting the default value of a drop down

It is useful to be able to set default values for drop downs in CareRight. This means that when the list is initially loaded, by default it will be populated with a specific value. In this example we'll set the default value of the Country drop down to "Australia".

1. Click **Administration**.
2. Click **Generic Codes** from left menu.
3. Search for the code you are looking to change (e.g., Country) under Generic Tables.

4. Click **Edit**.
5. Select the default from the drop down (e.g., Australia),
6. Click **Update**.

Deleting/Expiring a Generic Code value

If a Generic Code value has never been used, it can be deleted:

1. Click **Administration**.
2. Click **Generic Codes** from left menu.
3. Search for the code name or description (e.g., title).
4. Click **Generic codes** on the right.
5. Find the specific value that you are looking for (e.g., Professor).
6. Click **Remove** to delete the value.

If a code has been used somewhere in CareRight (e.g. Title "Professor" has been selected for patient "Profession John Smith") then you cannot delete the actual code itself.

From the Administration screen, you have to Expire the code. This will mean it is no longer available for use in CareRight:

1. Click **Administration**.
2. Click **Generic Codes** from left menu.
3. Search for the code name or description e.g. title.
4. Click **Generic codes** on the right.
5. Find the specific value that you are looking for (e.g., Professor) and click **Edit**.
6. Tick the **Expired** box.
7. Click **Update**.

Creating a New Generic Code Table

You have the ability to create your own Generic Codes tables. This is useful if you want to produce a list of values for use across multiple assessments.

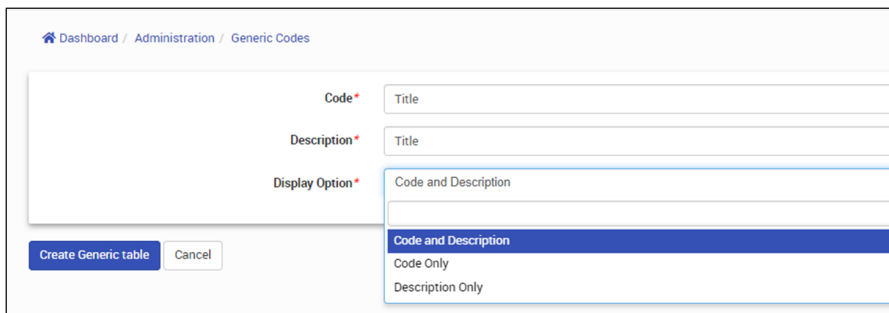
1. Click **Administration**.
2. Click **Generic Codes** from left menu.
3. Click **Create**.
4. Complete these fields:
 - a. **Code**: A code for the table (e.g., Minutes).
 - b. **Description**: Description for the table e.g. Minutes for use in assessments - should hold values 00-60.
 - c. **Display Option**. Format the information is displayed. Code and Description. Code or Description only.
5. Click **Create Generic table**.

You can now add values to the table you just created.

Display of Generic Codes

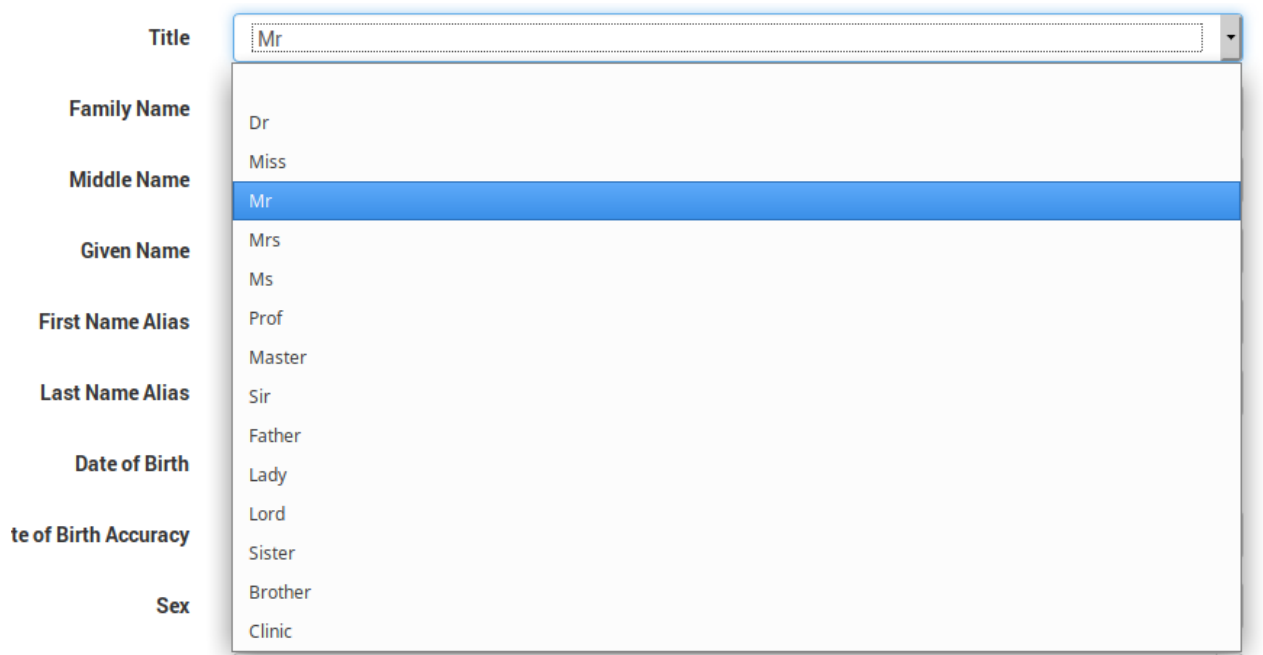
The display of generic codes can be configured via the Administration interface.

1. Click **Administration**.
2. Click **Generic Codes** from left menu.
3. Search for the code name or description e.g. title under Generic Tables.
4. Click **Edit**
5. In the **Display option** field, select **Code and Description** (default), **Code Only** or **Description Only** as needed.
6. Click **Update**.



The screenshot shows the 'Generic Codes' administration page. It has a breadcrumb trail: Dashboard / Administration / Generic Codes. There are three input fields: 'Code' with the value 'Title', 'Description' with the value 'Title', and 'Display Option' with a dropdown menu open. The dropdown menu lists three options: 'Code and Description' (highlighted in blue), 'Code Only', and 'Description Only'. At the bottom left, there are two buttons: 'Create Generic table' and 'Cancel'.

If just **Description** is selected, then only the generic code descriptors will be offered as options:



The screenshot shows a dropdown menu with 'Mr' selected. To the left of the dropdown are several labels: Title, Family Name, Middle Name, Given Name, First Name Alias, Last Name Alias, Date of Birth, te of Birth Accuracy, and Sex. The dropdown menu lists various titles: Dr, Miss, Mr (highlighted), Mrs, Ms, Prof, Master, Sir, Father, Lady, Lord, Sister, Brother, and Clinic.

By default (**Code and Description**), the code and description will be displayed:

Title	Mr - Mr
Family Name	Dr - Dr
Middle Name	Miss - Miss
Given Name	Mr - Mr
First Name Alias	Mrs - Mrs
Last Name Alias	Ms - Ms
Date of Birth	Prof - Prof
of Birth Accuracy	Mast - Master
Sex	Sir - Sir
	Fr - Father
	Lady - Lady
	Lord - Lord
	Sr - Sister
	Br - Brother
	Capt - Captain

Generic Codes on Assessment

The selection of generic codes for assessments enables users to perform searches for a desired generic code.

testing generic codes on assessments

Required fields marked with *

asfcCompN (description only)

Select from list

title (code only)

Select from list

Birth Country (code and description)

Select from list

Approve

Save and continue later

1100 - Australia
1701 - Ad,lie Land (France)
6101 - Afganistan
9100 - Africa - Central and West (not further defined)
3200 - Africa - North NOS

Prediction Table Options Moved to Generic Codes (v6.64 Change)

As of v6.64, prediction table options (for entering payment details) have been moved to generic code tables p_bank, p_branch & p_card. This was done to prevent the creation of duplicate keys.

