

Add a New Admission Category

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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.

You may require more than one Admission Category; this may be driven by location, treatments or Patient demographics. By setting customized admission categories for each scenario, you will save time as you will only need to access field values relevant to each admission scenario.

Once an Admission Category is created you need to ensure the following actions are completed:

- Data Elements - these have been reviewed, defaults set / fields hidden.
- Set Up - This allows for the admission category to be enabled against different sites/locations.
- Export - Use this option if you have set the admission category up in a TEST/TRAINING environment, export it from TEST
- Import - Use this option if you have set the admission category up in a TEST/TRAINING environment, import it into PRODUCTION.

To Add a new Admission Category

1. Click **Administration** from the top right corner of the CareRight screen.
2. Select **Admissions** from the left side menu.
3. Select **Admission Categories**.
 - a. The admission Categories screen will display.
4. Select the **New** button at the top of the screen.
 - a. The new Admission Categories screen will display.
5. Complete fields using the table below for reference.
6. When done, click **Create Admission category**.
 - a. This will take you back to the Admission Categories screen, locate the newly created admission category and select **Data Elements**
 - b. Work through updating each element.

Field / Title	Description
Code	Shortcode name of the category
Description	Ensure the Description is clear, this is the value that will display on the Pre-Admit/ Admission for Patient.

Default attending doctor to admitting doctor during admission (check box)	If checked this will always default attending doctor to admitting doctor in the Admissions screen. Attending doctor - doctor responsible for the patient throughout the stay in the hospital
Enable multiple theatre visits during admission (check box)	It is possible that a patient may receive more than one theatre during an admission. This flag needs to be set to allow for multiple theatre visits
Allow paper-based IHC claiming code without a DRG code (check box)	Allows HC21 forms to be printed without DRG codes
Hide Procedures (check box)	Hides the <i>Procedures</i> section of an admission. Use when you are not performing a procedure.
Hide Miscellaneous Service Codes (check box)	Hides the <i>Miscellaneous Service Codes</i> section.
Hide Births (check box)	Hides the <i>Births</i> section. Use when your patients are not admitted for childbirth reasons.
Hide Transports (check box)	
Hide Leave (check box)	Hides the <i>Leave</i> section.
PCOC assessments conducted (check box)	
Hide Non DRG Morbidities (check box)	
Type C certificate	Required, Optional, or Hidden
Copy Coding Defaults	
General Ledger audit code	
Accrual Accommodation Item Number	
Archived (check box)	The admission category will be archived If checked.
Requires Medical Invoicing (check box)	If checked, the admission category requires a medical invoice. If no medical invoice is created, that admission will then be listed in the un-invoiced medical admission tab.
Exclude from Statutory Reporting (check box)	Exempts this category of admission from Statutory Reporting. Use to configure purely administrative admissions, such as admitting a carer or family member to a facility with a patient.
Checklist	
Billing Assessment	

➤ Admission Categories

Admission Category

Code *

Description

☒ Default attending doctor to admitting doctor during admission

☐ Enable multiple theatre visits during admission

☐ Allow paper based IHC claiming without a DRG code

☐ Hide Procedures

☐ Hide Miscellaneous Service Codes

☐ Hide Births

☐ Hide Transports

☐ Hide Leave

☐ PCOC assessments conducted

☐ Hide Non DRG Morbidities

Type C Certificate *

Optional

Copy Coding Defaults *

Blank fields

General ledger audit code

Accrual Accommodation Item Number

Select an item number

☐ Archived

☐ Requires Medical Invoicing

☐ Exclude From Statutory Reporting

Checklist

Billing Assessment

Select from list

Create Admission Category

Cancel

All admissions now require a *Funding Choice* on creation; such as:

- Self Insured
- Health Fund
- DVA
- Other