# Global Settings

Last Modified on 25/01/2024 10:54 am ACDT

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

Most settings here are covered elsewhere in this guide as they form part of setup for each individual area (e.g., Email, SMS, Appointments).

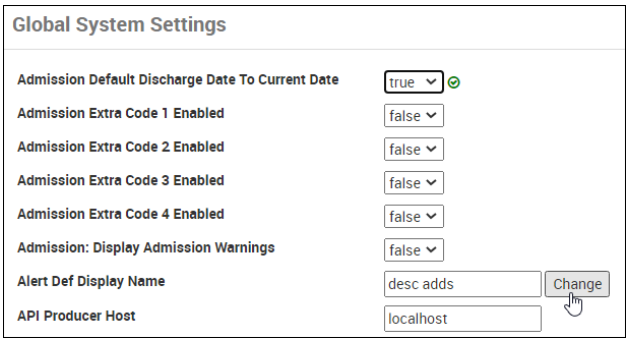
## IMPORTANT

Changing global settings should be done after-hours, as they will trigger a reload of configuration which take about 50 seconds (for each change).

## Saving Global Settings Changes

When a change is made to a drop-down menu item, CareRight will automatically apply the change in real time — a saved change is indicated by a checkmark. When entering text in a text-entry field, click **Change** (automatically appears to the right of the field) to apply the change — as above, a saved change is indicated by a checkmark.

In the sample graphic below, the checkmark appeared when the setting was changed for the **Admission Default Discharge Date To Current Date** field. In addition, when the text was modified for the **Alert Def Display Name** field, the **Change** button appeared.




Changing global settings should be done after-hours, as they will trigger a reload of configuration which take about 50 seconds (for each change).

***Important Note:***

*All the global settings related to appointment are available under Calendar options from the CR version 6.92 onwards. Please click **here** to configure the global settings for an appointment.*

*All the global settings related to Admission are available under Admission menu from the CR version 6.92 onwards. Please click **here** to configure the global settings for an admission.*

## List of Global Settings

| Global Setting Name | Description |
| --- | --- |
| Alert Def Display Name | Let you modify the display name |
| API Default Location | You can select the default API location from the physical locations you have created. |
| API Patient MR Identifier | You can choose between MRN and CRN to be the MR identifier |
| API Producer Host | Set the default API host for the producer |
| API Professional Contact Identifier | Choose from the professional contacts that you have created to be the professional identifier |
| API Provider Identifier | Choose from the providers that you have created to be the professional identifier |
| Application Title | CareRight (Can be set to Client Site/Location Name) |
| Force Reversal Reason Invoices | Tick true, If you want to put a reason for the reversal invoices |
| Arn Length | Admission Record Number Length |
| Assessment Concurrency Warning | True / False. Default to false.<br>When "Assessment Concurrency Warning" setting is set to True, CareRight is able to show:<br>If more than one person is using assessment system shows warning message in assessment screen to all the user ***Other users currently using this assessment:*** *with users name.* and only information that will save is the information added by the last one to save.<br>For instance, if individuals A and B are in the assessment and both enter data, if A chooses to Save and Continue (as it is not yet complete, selecting Approve is inappropriate) and exits, and then 5 minutes later B selects Save and Continue, all the data previously entered by A will be lost. This issue seems to occur only when both users are accessing the assessment simultaneously. |
| Auto Cancel Appointments On Transfer | Appointments will be automatically cancelled when are been transferred |
| Auto Confirm Discharge | Prompt to confirm discharge. True/False |

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| Auto Generate Arn | Admission Record Number  Auto generate |
| Auto Print | If this is set to true then printing invoices or receipts needs to use the embedded printing process as per the other items in the global settings. Then the auto print will apply to the invoice and receipt printing as well |
| Backup Failed | Banner notification for failed backup. True/False |
| Backup Locked | Lock backup while doing system updates |
| Bulk Print Duplex Printing | Default is TRUE. If you print double sided turning this on will ensure each different letter is printed on a new page. |
| Bulk Print Page Limit | Set up the page limit when doing bulk billing |
| Collapsible Sections | If select true, then some sections will be collapsible, more easy for user to get access what they really wanna see. |
| Dashboard Show Assessments | Defaults to False to show Assessments.<br><br>This shows Assessments for Providers. If set to False, Dashboard is blank. |
| Dashboard Show Workflows | Defaults to False to show Workflows<br><br>This shows workflows for Providers. If set to False, Dashboard is blank. |
| Dashboard Show Appointments | Defaults to False to show Appointments<br><br>This shows appointments for Providers. If set to False, Dashboard is blank. |
| Default Calendar View [4] | See section below, Default Calendar Settings, for an explanation of how this global setting works with the user-profile setting of the same name. |
| Default Correspondence Type Filter | When Correspondence menu opens filter will display either - All, Letter, SMS, Email, Document |
| Default Correspondence View | When Correspondence menu opens view - All Correspondence or My Correspondence |
| Default Facility Code | Set up the default facility code |
| Default Patient Location | Set a default location when creating patients |

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| Default Patient Search | View for patient search screen. Simple or Advanced |
| Detailed Auditing Enabled | Enable audit trail of all user interactions with CareRight. True/False |
| Detailed Auditing Of Accesses Enabled | Enable audit trail of all user access of CareRight. True/False |
| Diagnosis Code Type | Use ICD Codes or Generic table |
| Embed Printed Assessments | Display print preview in browser window. True or False |
| Embed Printed Billings [2] | True or False. When true, HC21 PDF forms are displayed in a modal box for viewing or download. When false, the user is prompted to download the file and the print dialog is triggered. See below for directions. |
| Embed Printed Forms | Display print preview in browser window. True or False |
| Embed Printed Labels | Display print preview in the browser window. True or False |
| Embed Printed Letters | Display print preview in the browser window. True or False |
| Embed Printed Pathology Radiology Requests | Display print preview in the browser window. True or False |
| Enable Broad Name Searching | This setting when enabled (True), extends searching for a person across the following fields middle name, first name alias & last name alias. |
| Enable Firebug Lite | Enable Firebug to debug |
| Enable Sacr Form Printing | SA Cancer Report Form printing True/False |
| Force Receipt Note On Deposits | If enabled, this makes the receipts note as mandatory field |
| Generate HSMdb Import File default value | If the report is regenerated, the checkbox will be set to the value of the previously run report for that period. |
| Gst Smoothing | If true when determining the inc GST price from an ex GST price the value will be rounded down to the nearest 5 cents. This removes the small variance in GSt calculations that result in items being billed with an unwanted 1 or 2 cents extra. E.g. $400.01 instead of $400. Enabling Gst Smoothing will round the value ot the nearest 5 cents.<br><br>Once the new GST inc price is calculated then the GSt it recalculated to ensure it is always correct. |

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| Hide Invoices on Admission Screen | If this is set to true then hide the lists of invoice admission when viewing the admission. |
| IHC Split Form Printing Claim | Controls which style of HC21 form is printed when a user prints the HC21 from the actual claim record<br><br>If this is true, then print using the *National Private Patient Hospital Claim Form Right Side - 1 Page* (TYPE_IHC_RIGHT_CLAIM_FORM).<br><br>If false, then print using the *National Private Patient Hospital Claim Form - 1 Page* (TYPE_IHC_HOSPITAL_CLAIM_FORM) form. |
| IHC Split Form Printing Declaration | Controls which style of HC21 form is printed when a user prints a HC21 from from the patient summary<br>If this is true, then print using the *National Private Patient Hospital Claim Form Left Side - 1 Page* (TYPE_IHC_LEFT_CLAIM_FORM).<br>If false, then print using the *National Private Patient Hospital Claim Form - 1 Page* (TYPE_IHC_HOSPITAL_CLAIM_FORM) form. |
| In Hospital Claims Enabled | Enable IHC claims True/False |
| In Hospital Claims Facility Type | Facility Type for IHC claim. Public Hospital, Private Hospital, Private Day Facility, Public Day Facility, Other |
| Ldap Bind Dn | Settings for LDAP (Lightweight Directory Access Protocol) configuration, active directory |
| Ldap Enabled | Settings for LDAP (Lightweight Directory Access Protocol) configuration |
| Ldap Encryption | Settings for LDAP (Lightweight Directory Access Protocol) configuration |
| Ldap Host | Settings for LDAP (Lightweight Directory Access Protocol) configuration |
| Ldap Port | Settings for LDAP (Lightweight Directory Access Protocol) configuration |
| Limit Items To Medical Provider Items When Invoicing | Set to true then all item pickers in accounting setup (e.g. contracts, searching in region prices etc..) fail to show hospital items as it tries to apply invoicing rules to the admin doing config. |
| Load Select Pickers | If it is true, then it will be demoing pre admissions to SPP |
| Location Default Time zone | Default Time Zones within Australia |

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| Marketing | Currently unavailable for the CareRight |
| Medicare Enabled | Enable Medicare Integration. True/False |
| Medicare Item Order | Notice of Integration (NOI) |
| Message Media Interface | Legacy Soap/API |
| Message Media SMS Password | Message Media SMS Password |
| Message Media SMS Username | Message Media SMS Username |
| Patient Browser Tab Name | What to display in browser tab.  Default, Name, MRN, Name and MRN |
| Prescribing Max Authority Script | Number of medications allowed per Authority Script |
| Prescribing Max Normal Script | Number of medications allowed per Normal Script |
| Prescribing Top Margin Offset | Change this value to alter the margin size - this will be based on the type of prescription paper you use. |
| Printed Letters Automatically Marked As Sent | True/False |
| Printing Enabled | True/False |
| Problem Code Type | Generic Table or ICP |
| Request Follow Up Days | Pathology or radiology |
| Request Link Results | Pathology or radiology |
| Show Enhanced Billing Activity Details | This changes the view of the Account Summary Screen from, it also adds a new History Tab screen to the Patient view |
| Show Legacy Admission Fields | Old function |
| Simple Search Smart Mode | Smart analysis of the searching results, taking your search query |
| Smtp Authentication Method | Configuration details for email integration |

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| Smtp Domain | Configuration details for email integration |
| Smtp Host | Configuration details for email integration |
| Smtp Openssl Verify Mode | Configuration details for email integration |
| Smtp Password | Configuration details for email integration |
| Smtp Port | Configuration details for email integration |
| Smtp Start Tls | Configuration details for email integration |
| Smtp Username | Configuration details for email integration |
| Theatre Duration Mode | Minutes or Time in/Time out |
| Times Show Timezone | True/False |
| Trigger Script Timeout | Time limit before trigger script fails |
| Optimise Invoice And Claims | Enabling this will stop Unninvoiced admissions from showing in Invoice and Claims |
| Unprocessed Result Key | Generate for pathology/radiology integration with Clintel uploader |
| Use Free Form Diagnosis | This enables the free-text box for data entry on the Diagnosis & History Groups screen |
| VAED Unique Key offset | VAED Stat Report patient key number starts at |
| User Display | One of<br>• Username<br>• Email<br>• Display name<br>Changes system rendering of users, most useful with SAML configuration. |
| Eclipse Bulk Adjustments Enabled | Provides additional functionality for Bulk Adjustments.<br>Most installations want to set this to On. |

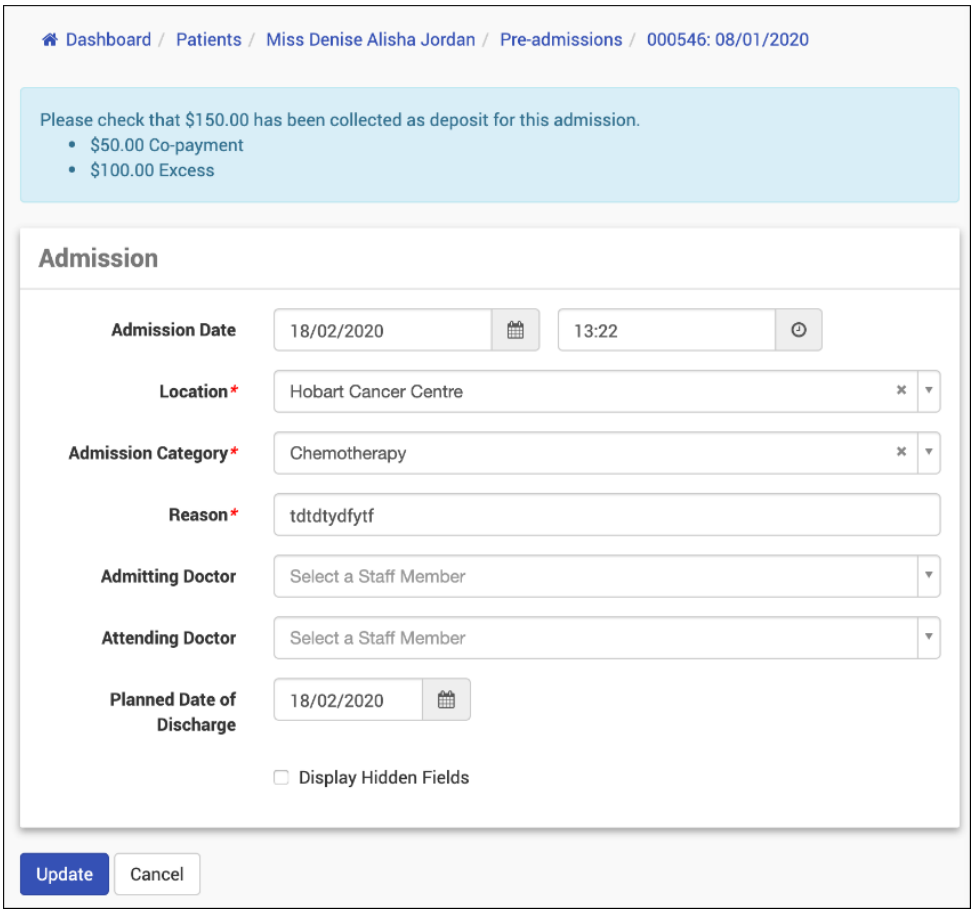
| Global Setting Name | Description |
|---|---|
| Security Options | |
| Location Restrict Patient Documents | True/False |
| Location Restrict Patient Correspondence | True/False |
| Session Time Out | The session timeout value in global settings dictates when staff has to re-login (enter password) after a period of inactivity. The periodically based set in minutes. If set to 0 (zero) then the session never times out. |

| Global Setting Name | Description |
|---|---|
| Assessment Printing Options | |
| General Options | |
| Display User Format | Displays either login Name or Staff Member Name |
| Display User Staff Member Type | Options as No - not to display, Yes - Description or Yes - Code |
| Display Patient Banner | When Printing assessments to either include patient banner or not. Patient Banner information includes: Patient name, MRN, CRN, and date of birth |
| Header Options | |
| Assessment Title | Yes or No |
| Author | Yes or No |
| Approver | Yes or No |
| Authored Date | Yes or No |
| Approved Date | Yes or No |
| Footer options | |
| Assessment title | Yes or No |
| Author | Yes or No |
| Approver | Yes or No |
| Authored Date | Yes or No |
| Approved Date | Yes or No |

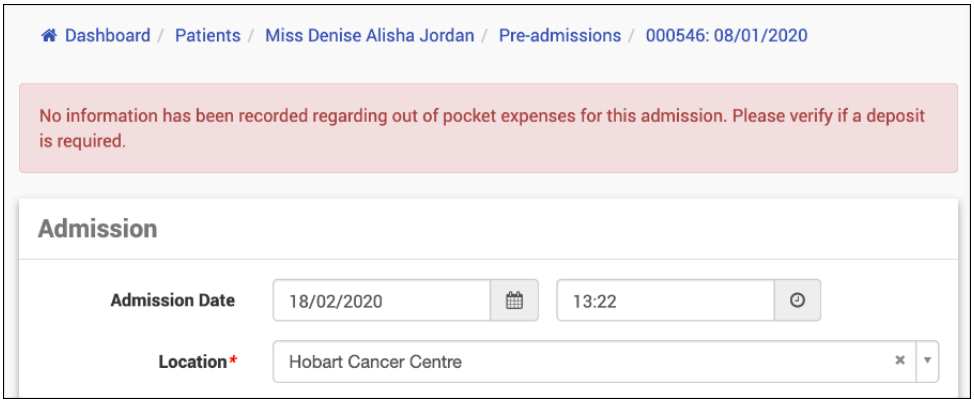
## Display of Admission Warnings (New v6.65 Feature)

When the "Display of Admission Warnings" setting is set to True, CareRight will use the entered out of pocket expenses information recorded during pre-admission to present prompts to the user. The admission screen may show an information panel, warning panel and/or a prompt — please see examples below.

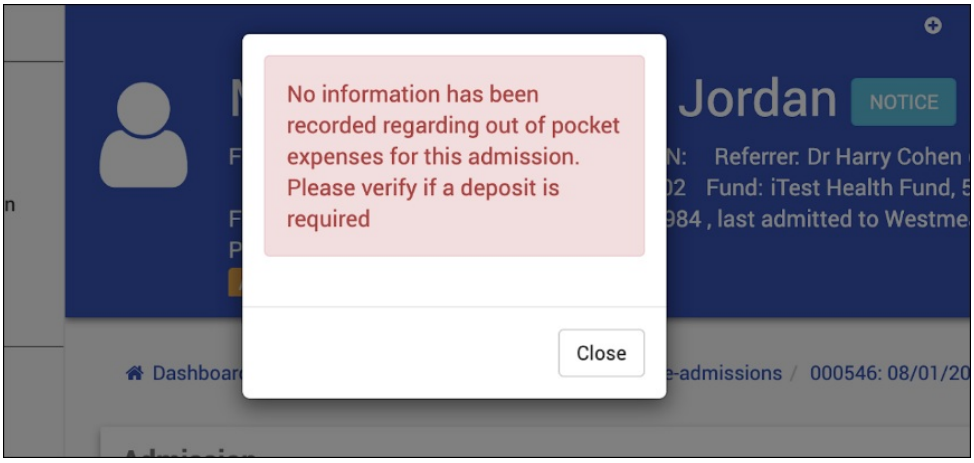
**Information Panel**




**Warning Panel**




**Prompt**




**Criteria for Display of Panels, Windows and Prompts**

The nature and content of these prompts varies based on the following criteria:

- If the user has not done an OEC or correctly recorded the co-payment & excess details for a patient, then system warnings will be displayed.
- If the admission is NOT being created from a pre-admission then no prompts or warnings will be displayed.
- If the pre-admission has a funding source of DVA then no warnings or prompts will be displayed.
- If the funding source is Self Insured (Private) or Other and;
    - The deposit is set to $0 then display the information panel "No deposit is required for this admission".
    - The deposit is a value greater than $0 the display the information panel "Please check that a deposit of $XXX has been collected for this admission" and a prompt with the same message. XXX is the value of the deposit.
    - The deposit value has not been set. Display a warning panel "No information has been recorded regarding out of pocket expenses for this admission. Please verify if a deposit is required" and a prompt with the same message.
- If the funding source is Health Fund and the healthfund is configured for No Gap and;
    - The co-payment and excess values are both set to $0, then display the information panel "No deposit is required for this admission".
    - Both the co-payment and excess values have been set, and one or more are greater than $0. Display an information panel with the message "Please check that $XXX has been collected as a deposit for this admission.  - $XXX Copayment - $100 Excess" (When - is a bulleted list). Display a  prompt with the same message.
    - At least one if Excess or Co-Payment has not been set.  Display a warning panel "Not all information has been recorded regarding out of pocket expenses for this admission. Please verify the amount of any deposit required" and a prompt with the same message.
- If the funding source is  Health Fund and the healthfund is configured to charge a Gap, apply the same logic as above but include checks for the Gap amount in all condition checks and messages.

**OEC Warning on Admission**

When displaying the admit form, if admission is being created from a pre-admission that has a funding source of "Health Fund" and no OEC has been performed display a warning panel (in addition to any out of pocket expense warnings) with

the message "No Online Eligibility Checking (OEC) has been performed for this admission".

When displaying the admit form, if admission is being created from a pre-admission that has a funding source of "Health Fund" and no OEC has been performed in the last 2 business days (business days are monday to friday) display a warning panel (in addition to any out of pocket expense warnings) with the message "No Online Eligibility Checking (OEC) has been performed in the last 2 business days. Existing OEC information may be inaccurate.".

When displaying the admit form, if admission is NOT created from a pre-admission display a warning panel (in addition to any out of pocket expense warnings) with the message "Patient being admitted without a preadmission. Unable to display eligibility and out of pocket expense information".

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## Embedded HC21 Forms (New v6.65 Feature)

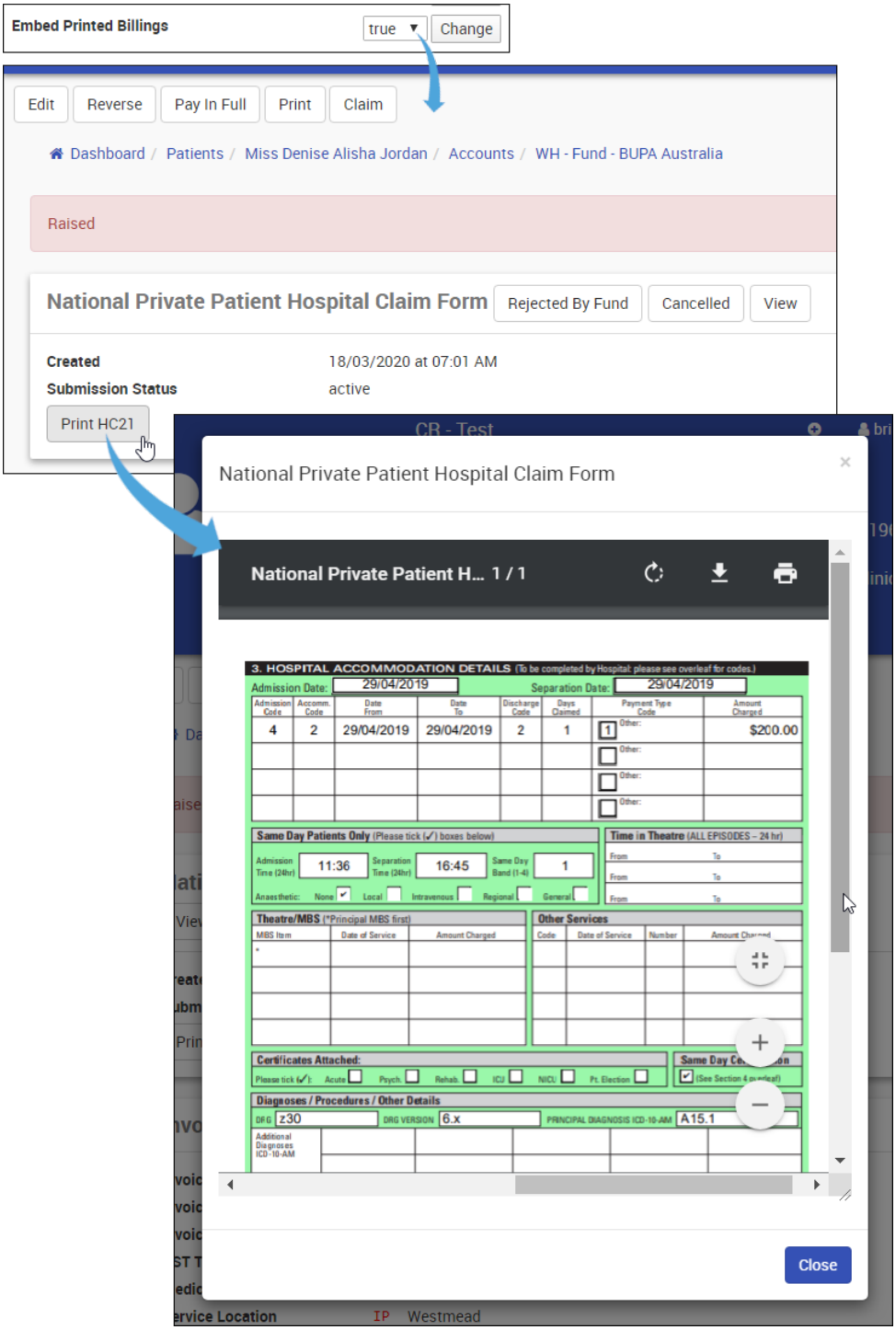
The Embed Printed Billings setting is used to toggle the display of HC21 forms. Settings are as follows:

- **True**: The form is embedded on-screen in a modal box; or,
- **False**: The user is presented with a link ( **View the result** button) that, when clicked, triggers a print dialog.

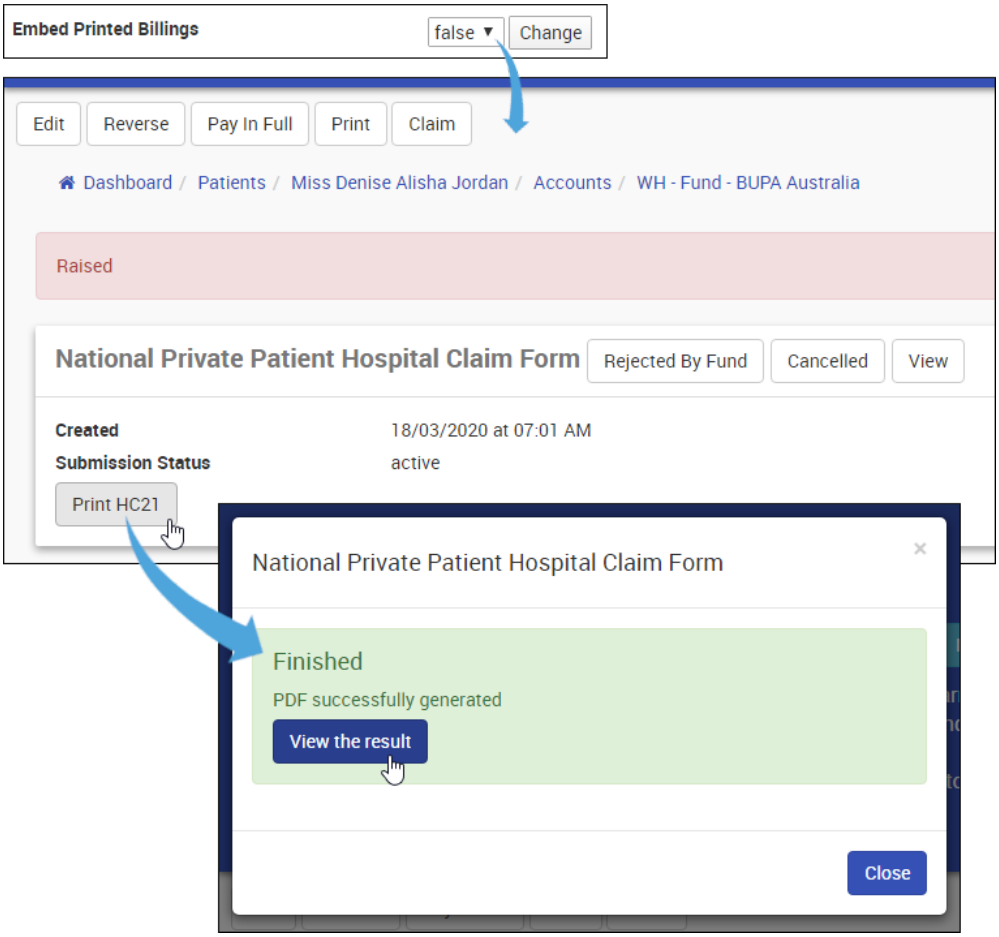
Please note that as part of v6.65 revisions, HC21 forms are no longer automatically displayed in a modal box — the user needs to click the **Print HC21** button, after which the display of the form follows the setting defined in Embed Printed Billings.

Auto Print, if set to true, can be used in conjunction with the Embed Printed Billings setting. If both are set to True, then the modal box and print dialog will automatically appear when **Print HC21** is clicked.

**Set to True**


Embed Printed Billings
true
Change
Edit
Reverse
Pay In Full
Print
Claim
Dashboard / Patients / Miss Denise Alisha Jordan / Accounts / WH - Fund - BUPA Australia
Raised
National Private Patient Hospital Claim Form
Rejected By Fund
Cancelled
View
Created
18/03/2020 at 07:01 AM
Submission Status
active
Print HC21
National Private Patient Hospital Claim Form
National Private Patient H... 1 / 1
3. HOSPITAL ACCOMMODATION DETAILS
Admission Date: 29/04/2019
Separation Date: 29/04/2019
$200.00
Same Day Patients Only
Time in Theatre
Theatre/MBS
Other Services
Certificates Attached:
Diagnoses / Procedures / Other Details
Close

**Set to False**




## Split Printing of HC21 Forms (New v6.64 Feature)

In order to activate this feature, the following global settings need to be set to true:

- **Ihc Split Form Printing Claim**: When true, the default HC21 claim form will only print the right-hand side.
- **Ihc Split Form Printing Declaration**: When true, only the left-hand side of the HC21 form will print, provided that you print a HC21 form prior to billing/claim for that admission.

**Note**: You always have the ability to print a full HC21 form from the claim screen. This is useful for re-prints or for when an existing admission does not have the left-hand side printed (i.e., during the transition for an existing admission).

## Default Calendar Settings (v6.67.8 Feature)

The default calendar setting, as defined here in Global Settings, is only applied if the user has not specified their own profile-based default calendar setting. Every CareRight user now has the option of defining their own default calendar setting via the **Default Calendar View** field in the Edit Profile Settings screen. By default, the user profile calendar setting is blank and the global setting is used.