

# Add a new Location

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## Add a new location

- 1. From **Administration**
- 2. Select **Locations** from menu.
- 3. Select **New Location** button.
- 4. Enter all fields (see table below for description).

Location Details	
Field	Description
Name	Short Name of the Location
Description	Full Name of the location
Address1	
Address 2	
Suburb	Select from drop down list
State	Select from the drop down list
Postcode	(Can be typed directly into)
Phone	
Fax	
Time Zone	Mandatory for you pick up location time zone
Inactive (status) (Check box)	Checking this flag means that the location will no longer appear in location pickers and therefore no new patients can be allocate to it.
Default Service Location	If the locations has more than one linked services location this ensure you select the default option
Hospital type	This is a drop down list, the value controls entities to do with admissions and in hospital claiming
Hospital Name	This is a free text field
Enable Manual coding	This determines whether an admission is deemed to be grouped by DRG or via the presence of Diagnosis or Procedure codes. Manual Coding set to Yes means that DRG is not require for an Admission to be grouped but there must be a Diagnosis or Procedure code present. This value changes the reported in the Admissions coding screen
Enabled for cases	Determines whether or not the location is available as an option when creating a new case

Primary External Identifier	The main identifier that this location is referenced by in an external system.
Script Paper	The default prescription templates to use, either 2016 or 2022. If not specified, defaults to 2016.
ANZSIC Organisation	

4. When complete, you have two options:

Select **Create Location** button - The details will save but the Location will not be "Open", you will need to mark it as "Open" later.

Why useful? If you need to set up rooms or beds within the location, then you may not want it to appear in CareRight just yet.

Also, if you need to do additional setup - then it means the Location will not appear in the system until you "Open" it.

Select **Create Open** - the details will be added and the Location will be live /active in CareRight.

If you plan to send SMS and/or Email to Patients, then fill in these fields.

Correspondence	
Field	Description
Email From	What email address should Email messages from this location appear from? CareRight does not support receiving of email replies. So this can be no-reply email address or if you want replies to go to a specific email inbox you can use that. If using Office 365 as a mail server(and possibly for some other systems) this needs to be set to the same email address as the SMTP Username is Administration > Global settings
SMS From	To force SMS messages to be one way only, you can customise who an SMS appears from (up to 11 characters). Doing this will prevent SMS replies from being brought into the system. If you are NZ based practice please review <a href="#">here</a> .
Health Provider Index Facility Code	
Override Medical- Objects Endpoint	To change which endpoint is used when sending a letter for a specific location. Incoming messages will use the metadata in the message to associate with the correct endpoint, which affects the default location of the correspondence.
Prescriptions	

Script Paper	<p>CareRight has been configured to ensure the printing of prescriptions aligns to known Prescription paper. There may be 3 different types of prescription paper:</p> <ul style="list-style-type: none"> <li>• 4004_10/09</li> <li>• 4004 (08/06) (this is an A4 sheet of paper)</li> <li>• PB023.1408 (this is not an A4 sheet of paper)</li> </ul>
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If you have to collect data for statutory reporting for this specific location, then you will need to fill in the following fields when setting up a Location. Once a location is set up you will need to Edit the location to update the relevant Statutory Reporting values. See [Statutory Reporting Periods](#)

Statutory Reporting	
Field	Description
Hospital Provider number	Enter your hospital provider number
Hospital Type	Select from drop down list
VAED Campus code	
VAED Campus prefix	
VAED PRS/2 Hospital Code	
HMDS Establishment Code	Hospital Morbidity Data System Code
PHISCo Facility code	Private Hospital Inpatient Statistic Collection Code
QHAPDC Facility Number	Queensland Hospital Admitted Patient Data Collection Number
AAPC Hospital Identifier	ACT Admitted Patient Care Data Collection Identifier
ISSAC Hospital Code	Integrated South Australian Activity Collection Code
TSMS Establishment Identifier	
TSMS Contracted Hospital Name	
PCOC Service Identifier	

### Notice

Depending on your reporting body, enter the codes or numbers in the appropriate fields.

Running statutory reports are performed within the CareRight Dashboard under Locations (select the location) and then Statutory Reports.

### Confirmation In Use

Please ignore this section, it is no longer used and will be removed at some point.

### Staff Allocation

Please ignore this section, it is no longer used and will be removed at some point.

Outgoing Patients	
Field	Description
Outgoing Time	Amount of time, after discharge, a discharge patient should be accessible to users with access to this location
Outgoing Interval	Time interval

This allows you to specify how long a patient is accessible by users after being discharged from this location.

Accounting	
Field	Description
Separate Medical Providers on Banking Reports (check box)	<p>See Banking Reports in the User Manual for further information.</p> <p>If you have added Bank Account details to your Location this will display on the Bank Copy. This is set via CareRight Administration → Locations &amp; set up in CareRight Administration → Accounting → Bank Accounts. If you require your Medical Providers to be separated on the Banking Reports this is also a setting in CareRight Administration → Locations.</p> <p>Each Medical Provider must have their BSB &amp; Account Number set in their Provider Accounting settings (CareRight Dashboard&gt;Provider) and set up in CareRight Administration → Accounting → Bank Accounts.</p>
Enable Confirmed Admission Billing	Check box
Bank Account	This is a drop down list - you need to set up the Bank accounts in Accounting > Bank Accounts for it appear in the list

**Remember!!!!**

**After you add a new location, please refer [here](#)**