

# Location Details

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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.

## Overview

Locations are managed in CareRight via the Locations tab within System Administration.

- A location represents the financial entity that you wish to group billing activities on.
- You can use different locations for invoicing and the receipting of payments.
- Each location has its own banking process.
- Locations are configured per business requirements and independent of medicare claiming requirements.
- Patients are assigned to a location (facility) when they are first created in CareRight.
- Locations are also used for admission and billing purposes.
- Only users with rights to see the location can see the patients assigned there.
- Locations can be physical locations; for example: Clintel Clinic, Head Office, Clintel Rehab Hospital.

For each Location set up in CareRight the following sections are managed:

- Location Details
  - Correspondence
  - Statutory Reporting
  - Statutory Reporting Periods
  - Outgoing Patients
  - Accounting
  - Calendar
  - Statuses
  - Rooms
  - Beds
  - Admission Categories
  - Services Locations
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