Admission Categories

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

CareRight includes a default Admission category of GENERAL. This includes and displays every field required for all Australian Statutory Reporting.

> The Data elements can be modified depending on the requirements for your admissions. We recommend that you set up new admission categories for each of your common admission scenarios.

This allows for common values to be set as defaults which will display on the Patient Admission & Discharge screens.

View Admissions Categories

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.

CareRight has one default category for General Admission, called GENERAL. This includes and displays every field required for all Australian Statutory Reporting.

4. Select **Data Elements** to review the valid elements.

Data Collection Elements are listed and which Statutory Reporting Body requires the elements (ticked)

	Government Bodies			
Data Element	-AAPC (ACT Admitted Patient Care Data Collection) -HCP (Hospital Case mix Protocol Reports - Health -Statistics from private heath funds) -HDMS (WA - Hospital Morbidity Data System) -ISAAC (SA- Integrated South Australia Activity Collection) -PHISCO (NSW - Private Hospitals Inpatient Statistics Collection) QHAPDC (QLD - QLD Hospital Admitted Patient Data Collection) VAED (VIC - Victoria Admitted Episode Dataset)	**Default**	**Hidden**	**Edit**

These are all the data elements collected by all Government Bodies	Ticks indicate which reporting Government body requires the data elements	Default value allows value to pre-populate selected value	Allows to hide the value from the user. Useful if default values covers majority of your admission. Field to be visible on the admission/discharge screen.	Edit allows you to edit the default value and hidden option

Edit the Data Elements For Default/Hidden/Required

1. Locate the Data Element
2. Click the **Edit** button, the Admission category Config screen for that data element will display.
   a. **Default Value** = Select the required Default value from the drop down options. Note: The drop down options are up to date and directly from the specific Government Body.
   b. **Hidden** = If ticked it will hide from the admission/discharge screen
   c. **Required** = If ticked it will become a mandatory field
      i. Navigate to Global settings and set Admission data Collection At Discharge to TRUE click " here" for more information.

3. Select **Update Admission category** button.

Note:

Whilst default values may be set for each element, they **can** be overwritten in the admission/discharge screen.

A field may be set to hidden and **can** be made visible on the admissions/ discharge screen after selecting the 'show hidden fields' check box.
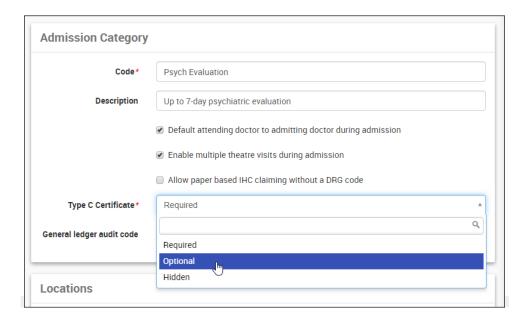

Review the Data Elements Details

1. Locate the data element of interest.
2. Click on the data element name (it is a hyperlink), this will take you to the Statutory Coding Screen.
3. The details screen will display three sections:
   a. **Details** - this gives a description of the data element
   b. **Statutory Report** - this lists the Statutory reports the element is valid for and which version.
   c. **Statutory Report Values** - this describes the valid codes for these elements across the statutory reporting bodies. (these value can be disabled if not relevant, i.e Maternity)
4. To disable a code value, select the **Disable** button next to the irrelevant code.

Note: This removes the value/code from the field drop down list on the Admission / Discharge screen. The element will exist but the number of values to be selected will be reduced.

Type C Certificate Field

This new option will allow selecting the following values:

- **Required**: The admission, when created, will show the Type C certificate related fields. It will show a checkbox to indicate if Type C is required. This checkbox will be checked.
- **Optional**: The admission when created will not show the Type C certificate related fields. It will show a checkbox to indicate if Type C is required. This checkbox will be unchecked.
- **Hidden**: The admission will not show the Type C certificate related fields and will also not show the checkbox to indicate if Type C is required. If the show hidden fields checkbox is checked, the the fields will be displayed.

Allow Paper-based IHC Claim without DRG

User Manual : https://careright.knowledgeowl.com/help/ihc-hc21-form

Configuring accommodation defaults

As of CareRight 7.5.0 and later, admission categories can be marked as *requiring overnight accommodation.* Note: You will still need to independently configure other defaults, such as "Same Day Band" appropriately.

Admission Category

Code* [Admission]

Description [Admission procedure]

☑ Default attending doctor to admitting doctor during admission

☐ Enable multiple theatre visits during admission

☐ Allow paper based IHC claiming without a DRG code

☑ Requires Overnight Accommodation

☐ Hide Procedures

☐ Hide Miscellaneous Service Codes

☑ Hide Births

☑ Hide Transports

☑ Hide Leave

☑ Hide FIM

☑ Hide SNAP

☐ PCOC assessments conducted

[Update Admission procedure]   [Cancel]