

Tracking Un-invoiced Admissions

Last Modified on 03/02/2020 1:30 pm ACDT

On the Invoices and Claims screen (main menu) the systems displays a list of admissions that have been discharged & coded, but haven't had complete invoicing performed. This allows for easy identification of which admissions require invoices.

Dashboard	Invoice claims
Appointments	Frank Health Insurance
Cases	Garrison Health
Correspondence	iTest Health Fund
Events	Medibank Private
Exports	National Care
Followups	Totals
Imports	IHC Uninvoiced
Invoices & Claims	Private 19
Locations	ACA Health Benefits Fund 24
Patients	ANZ Health Insurance 3
Professional Contacts	BUPA Australia 13
Providers	CBHS Health Fund Limited 5

The way CareRight determines if an admission has invoicing complete depends if the Location has confirmed billing enabled or the Location has a Hospital Type of "Day Surgery Only".

Administration > Locations >

Administration > Locations >

Banksia Park Clinic

Edit

Dashboard / Administration / Locations

Location Details

Name	Banksia Park Clinic
Description	Banksia Park Clinic
Address1	Hancock Road
Address2	
Suburb	BANKSIA PARK
State	SA South Australia
Postcode	5091
Phone	
Time Zone	Australia/Adelaide
Inactive	No
Default Service Location	IP Banksia Park Private Hospital
Hospital Type	Day Surgery Only
Hospital Name	

Accounting Update Confirmed Admissions

Separate Medical Providers On	Yes
Banking Reports?	
Enable Confirmed Admission Billing	Yes
Bank Account	123456 45678912

if a Location has a hospital type of "Day Surgery Only" then admissions for that location will be considered to be

invoiced if any invoice has been created and linked to that Admission.

if a Location does not have a hospital type of "Day Surgery Only" then to use the uninvoiced admission feature the Location will need to set the "Enable Confirmed Admission Billing" feature.

Using "Confirmed Billing"

When confirmed billing is enabled then the admission screen shows as extra button "Mark as Billing Complete". Once all the invoices for an admission have been created. (Not necessarily claimed or paid) you click the "Mark as Billing Complete" button the admission is moved off the "Uninvoiced" lists and instead each invoices status is tracked to completion

The screenshot shows the top navigation bar with buttons: "Cancel Confirmed Discharge", "Edit Admission" (highlighted in blue), "Discharge Plan", and "Copy". Below these are "Print Sac Form" and "Create Cancer Notification". The breadcrumb trail is: [Dashboard](#) / [Patients](#) / [Mr Bob Jones](#) / [Admissions](#) / [000165: 04/03/2020](#). The main section is titled "Hospital Invoices" and contains a table with the following data:

Location	Medical Provider	Guarantor	Invoice Number	Invoice Total
Burswood Day Facility	Capt The BURSWOOD DAY SURGERY	BUPA Australia	871	\$63

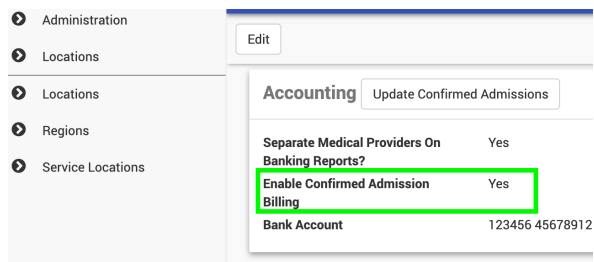
Below the table is a button labeled "Mark As Billing Complete" which is highlighted with a green border.

Once an admission is marked as billing complete you are able to reverse that decision by selecting the "Unmark as Billing Complete".

The screenshot shows the same interface as the previous one, but with the "Mark As Billing Complete" button replaced by "Unmark As Billing Complete". The breadcrumb trail is updated to: [Dashboard](#) / [Patients](#) / [Mr Bob Jones](#) / [Admissions](#) / [000165: 04/03/2020](#). The "Hospital Invoices" table now shows an "Invoice Total" of \$638.00. Below the table, a green message box states: "Billing has been confirmed as complete on this admission as at 03/02/2020".

Historical Records

When you first enable "Confirmed Billing" for a location you may have a lot of historical admissions that will now be marked as not complete. The Location setup includes a button "Update Confirmed Admissions"



Administration

Locations

Locations

Regions

Service Locations

Edit

Accounting Update Confirmed Admissions

Separate Medical Providers On Yes

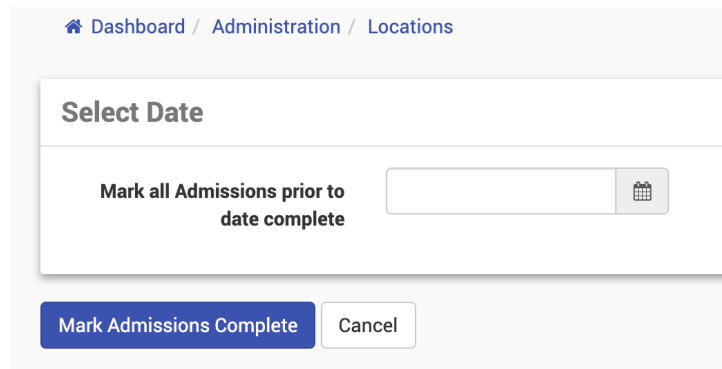
Banking Reports?

Enable Confirmed Admission Billing Yes

Bank Account 123456 45678912

Selecting this option displays a screen allowing you to select the cutoff date to use. Admission will be selected based on the following rules:

- Admission must be discharged.
- Admission Date must be BEFORE the cut off date. NOTE: This is the admission date not the discharge date.



Dashboard / Administration / Locations

Select Date

Mark all Admissions prior to date complete

Mark Admissions Complete Cancel

All admissions that meet the criteria will be marked as billing complete once the "Mark Admissions Complete" button is pressed and the confirmation dialog accepted.