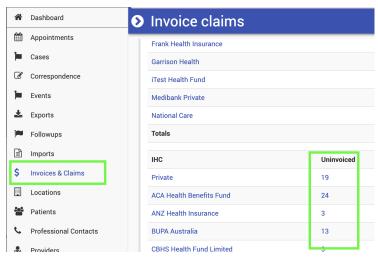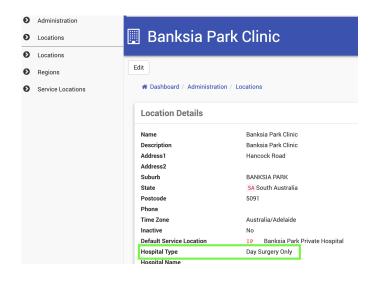# Tracking Un-invoiced Admissions
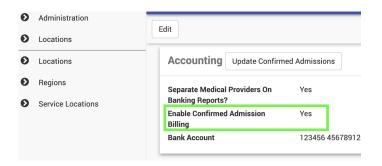
Last Modified on 03/02/2020 1:30 pm ACDT

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.

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".
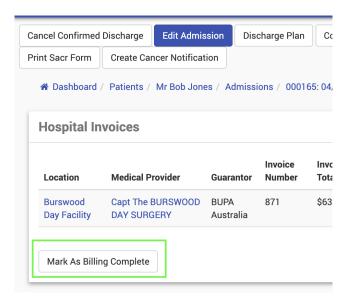
Administration > Locations >

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

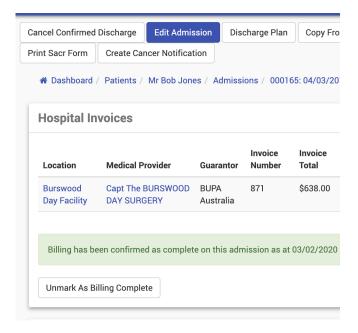invoiced if any invoice has been created and linked to that Admission.

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.
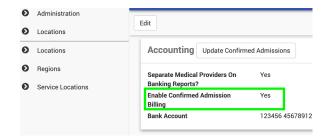
Using "Confirmed Billing"

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

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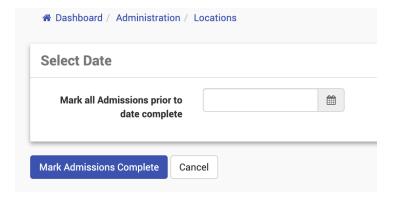

Historical Records

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"

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.

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.