

# IHC - Generate an HC21 Form

Last Modified on 17/06/2021 11:16 am ACST

## Generate an HC21 Form

HC21 claiming is a manual process to claim In-Hospital claims via the HC 21 Form. For some Health funds, this may be the only option while, for others, it may be an interim process whilst eclipse claim onboarding is occurring.

HC21 can be printed in two different ways from CareRight.

1. When completing the pre-admission steps for a patient also print the HC21 form from a patient record. This will complete all values on the left side of the form and you can have your patient sign it when they arrive. The right side can be printed later after the patient been discharged and a claim is generated.
2. Print both the Left and Right sides together at the end of the claiming process and the patient sign in it after the discharge/claiming.

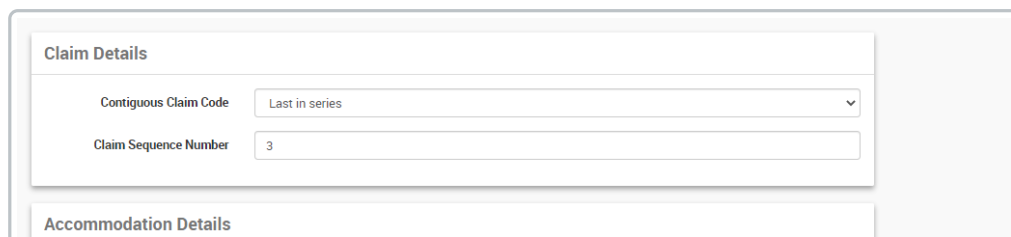
CareRight can be configured to streamline the printing process that matched your business process.

Please refer to the [Configurations for IHC Claims](#) in system admin manual for more information.

## Create an HC 21 Form

From the [invoice eligible for IHC Claim](#),

1. Click on the **Claim** Button
2. The next tab will take information on the series levels the claim is submitting for and the sequence number if supplementary claims are submitting as part of the same admission.
  - a. Eg: If multiple Claims are submitting as part of admission, each claim can be assigned with series levels. Clients can claim multiple invoices associated with an admission together or they can be sent individually. If sending individually, the user has to select the **Contiguous Claim Code** manually as;
    - i. **Not is series** - If the claim is not part of a series of claims associated with the admission
    - ii. **First in series** - If it is the first claim for the admission and more claims to come on.
    - iii. **Middle of series** - any claims between first and last claims in an admission.
    - iv. **Last in Series** - If it is the last claim in the series for the admission.



Claim Details	
Contiguous Claim Code	Last in series
Claim Sequence Number	3

Accommodation Details
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- v. The **Claim Sequence Code** will automatically be selected by the system.
3. Click **Next**
  4. Review the information, Ensure all mandatory fields are filled.
  5. Any additional notes can be entered in the **Remark** text area, this will transfer as part of the claim.
    - a. Any fields that have not been completed will give a red error message
  6. Click **Prepare**

7. The HC21 Form can either be downloaded from the claim tab or Click Print HC21 from the invoice, based on the global settings

- a. If the user has global setting '**Embed Printed Billings**' true and global setting '**Auto Print**' true then display the invoice show screen and show the generated HC21 form in a popup dialog and auto print it.
- b. If the user has global setting '**Embed Printed Billings**' true and global setting '**Auto Print**' false then display the invoice show screen and show the generated HC21 form in a popup dialog.
- c. If the user has the global setting '**Embed Printed Billings**' false then display the invoice show screen and trigger a download of the HC21 form.

Created	Status	Form	Actions
31-Jan-2019 02:08:27 UTC	active	<div>Download</div>	<div>Rejected By Fund</div> <div>Cancelled</div> <div>View</div>

Download HC21 from the Claim

Raised

**National Private Patient Hospital Claim Form**

Rejected By Fund

Cancelled

View

Created

 31/01/2019 at 12:38 PM

Submission Status

 active

Print HC21

**Invoice**


Invoice Number	862
Invoice Status	Raised
Invoice Date	31/01/2019
Invoice Total	\$100.00
GST Total	\$0.00

Print HC21 from the Invoice

If the system configured to print only the right side of HC21 and the user still needs to print both sides, this can be done in the **View** button either from Claim or from Invoice.

From this tab, user can either print

1. The right half of HC21 Claim Form, or,
2. Complete HC21 Claim Form



Mr Andrew Anderson

ALERT

ALLERGY

NOTICE

MRN: 000159   CRN: 10999   Fund: iTest Health Fund, 8675309 1

Male , aged 72 years , currently admitted to Clintel Rehabilitation Centre . Mobile Phone: 0426286951

Male Assessor

Suicide Risk

Blood Thinner

Codeine

Consent Required

Consent Changed

Print Right Half of HC21 Claim Form

Print Complete HC21 Claim Form

Dashboard

Clients

Mr Andrew Anderson

Accounts

SH - Fund - BUPA Australia

Patient Information

Title	Mr
First Name	Andrew
Second Name	
Surname	Anderson
Gender	1
Dob	01/01/1949
Marital Status	
Post Code	5067
Alias First Name	
Alias Surname	

## Claiming without DRG Code

For some facilities, it is possible to claim IHC paper-based claims without recording a DRG code. This can be configured in the admission category.

Please refer to [Admission Categories](#) in the System Admin Guide.

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