

Change search criteria in Uninvoiced Admissions

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Introduction

The Uninvoiced Admissions screen is used to identify admissions that have not been invoiced.

How to Define Search Criteria

1. In the Uninvoiced Admissions screen, click **Change Search Criteria**.
 - a. Four collapsible panels appear that enable you to specify search criteria. Enter one or more search criteria, as needed.
2. Search Panel
 - a. In the **Location** field, select a location.
 - b. In the **Guarantor** field, select a guarantor.
 - i. **Note on the Operation of the Guarantor Filter** : It is not always known which guarantor will be used for an Admission that has not been already invoiced. The CareRight system looks at a variety of factors when determining the most likely guarantor, such as patient demographics (in the absence of pre-admission data), any associated health fund, DVA data, and any pre-admission data.
 - c. In the **Admission Category** field, select an admission category.
 - d. In the **Primary Procedure** field, select a primary procedure.
 - e. In the **Held From Claims** field, select Either (default selection: yes or no), Yes or No, as appropriate.
 - f. In the **Coded** field, select **Either** (yes or no), **Yes** (default) or **No**, as appropriate.
 - g. Add more search criteria in subsequent panels or, if done, click **Create Search uninvoiced admission**.
3. Admission Date Between Panel
 - a. In the **Start** field, click the mini-calendar to select a starting date range to search for an admission date.
 - b. In the **End** field, click the mini-calendar to select an ending date range.
 - c. Add more search criteria in subsequent panels or, if done, click **Create Search uninvoiced admission**.
4. Discharge Date Between Panel
 - a. In the **Start** field, click the mini-calendar to select a discharge date range to search for a discharge date.
 - b. In the **End** field, click the mini-calendar to select an ending date range.
 - c. Add more search criteria in the Display Options panel or, if done, click **Create Search uninvoiced admission**.
5. Display Options Panel
 - a. In the **Group Results By** field, select **Admission Category** or **Primary Procedure**. This is an optional field and the default is no grouping.
 - i. **Admission Category Grouping**: Groups admissions categories alphabetically by description. If selected, the **Category** column will not appear;
 - ii. **Primary Procedure Grouping**: Groups primary procedures by the ICD10 code. If selected, the **Procedure** column will not appear.
 - b. In the **Date Display Format** field, select either **Combined** (default) or **Separate**.
 - i. **Combined**: Displays a singular **Date** column that shows both the admission and discharge dates & times. If the patient is admitted and discharged on the same day, then a single date is displayed. Dates are in

dd/mm/yyyy format while times are in 24-hr. format.

- ii. **Separate:** Displays two columns called **Admission Date** and **Discharge Date** with date & time entries for each. Dates are in dd/mm/yyyy format while times are in 24-hr. format.

6. Finalise

- a. Click **Create Search uninvoiced admission**.

- i. The screen displays all admissions content that matches the specified criteria based on the defined grouping and display options.

- 7. Click on **Invoice** will open the new invoice screen in a new tab. This is a 6.73 feature.

Uninvoiced admissions

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Search

Location

Guarantor

Admission Category

Primary Procedure

Held From Claims

Coded

Admission Date Between

Start

End

Discharge Date Between

Display Options

Group Results By

Date Display Format

[Create Search uninvoiced admission](#)

Search Criteria

- Coded Yes

- Admission Date Between Start 01/03/2020
- Admission Date Between End 30/03/2020
- Display Options Group Results By Admission Category
- Display Options Date Display Format Combined

General Admission

Date	Patient	Location	Guarantor	Procedure	Diagnosis	ARN	Held From Claims
11/03/2020 09:00 - 11:00	Mrs Maggie Peggy Carlson	East St Kilda Clinic DESC	iTest Health Fund			000574	Invoice
11/03/2020 10:00 - 12:00	Miss Denise Alisha Jordan	East St Kilda Clinic DESC	iTest Health Fund			000575	Invoice

Interface: Results Screen with No Grouping

Invoiced admissions

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Search Criteria

- Coded Yes
- Display Options Date Display Format Combined

Admissions

Date	Patient	Location	Guarantor	Procedure	Diagnosis	ARN	Category	Held From Claims
22/04/2015 09:34	Mrs Michelle Hall	East St Kilda Clinic DESC				000004	General Admission	Invoice
28/04/2015 13:56								
05/06/2015 15:59 - 16:52	Mrs Maggie Peggy Carlson	Clintel Clinic	iTest Health Fund	92515-16	B01.1	000070	General Admission	Invoice
30/03/2016 08:30 - 12:46	Mr Caleb James Gray	Banksia Park Clinic	iTest Health Fund	4863900	Y92.0	000169	General Admission	Invoice

Admissions Table: Results Screen with No Grouping

The columns displayed depend on the search criteria and display options selected using the Change Search Criteria tool.

Column Name	Description
	The admission date & time and discharge date & time (when default Combined option

Date	is selected in Date Display Format field in Display Options panel).	
	Formatting	
	30/03/2016 08:30 - 16:52	Patient was admitted and discharged on March 30, 2016 (Day Admssion). The time of admission was 8:30am and the time of discharge was 4:52pm (provided in 24-hour format).
	27/02/2017 09:45	Patient was admitted on February 27, 2016 at 9:45am.
	29/02/2017 13:10	Patient was discharged on February 29, 2017 at 1:10pm.
Patient	The name of the patient linked to their patient information screen.	
Location	The location of the patient linked to the location screen.	
Guarantor	The guarantor associated with the account.	
Procedure	Relevant ICD10 code.	
Diagnosis	Relevant ICD10 code.	
ARN	The Admission Record Number code linked to the patient's admission screen.	
Category	The admission category.	
Held From Claims	Bullet indicating that the account is being held from claims.	
Invoice Button	Link to quick account invoicing screen for the admission.	