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.
 - 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.

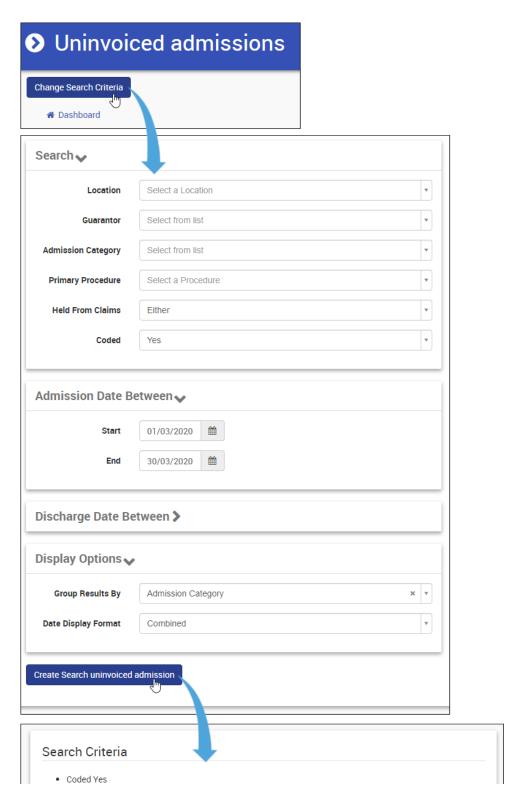
 If the patient is admitted and discharged on the same day, then a single date is displayed. Dates are in

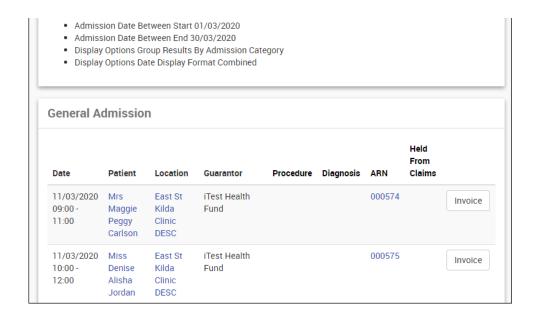
dd/mm/yyyy format while times are in 24-hr. format.

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.

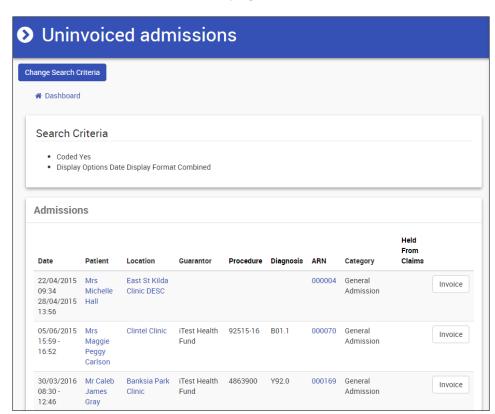
6. Finalise

- a. Click Create Search uninvoiced admission.
 - 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.





Interface: Results Screen with No Grouping



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
	Patient was admitted and discharged on March 30, 2016 (Day 30/03/2016 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.