

Accruals

Last Modified on 06/10/2022 1:01 pm ACDT

The accruals report can be used to estimate the total unbilled charge of accommodation for hospital admissions.

For a given report date, the accruals report will give an estimate of what the charge will be for each day from the admission date to the report date.

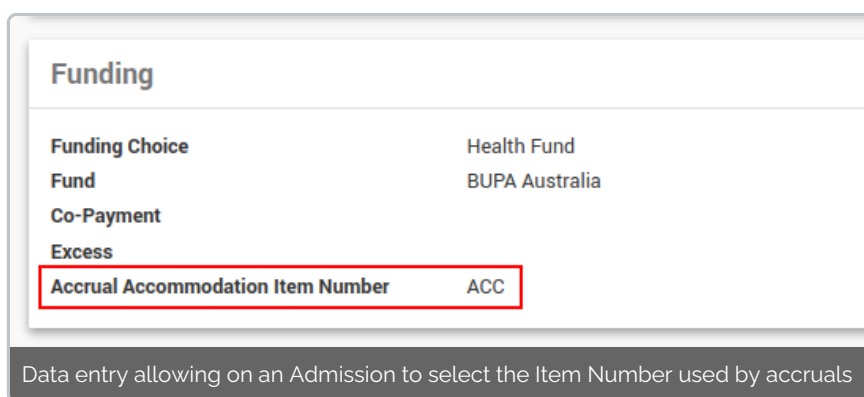
Accruals should be considered an estimate only, it is not until an invoice is created that the final price for accommodation is locked in.

Configuration

To predict accommodation charges, CareRight needs to be able to guess what Item Number is going to be used for invoices.

The system administrator can set what Item Number will be used for accruals for each admission category (**Administration > Admission > Admission Categories**).

Admissions staff can set the Item Number on an individual admission, either to override the default from the admission category, or if the admission category does not provide a default:



The screenshot shows a 'Funding' form with the following fields and values:

| Funding | |
|-----------------------------------|----------------|
| Funding Choice | Health Fund |
| Fund | BUPA Australia |
| Co-Payment | |
| Excess | |
| Accrual Accommodation Item Number | ACC |

A red rectangular box highlights the 'Accrual Accommodation Item Number' field and its value 'ACC'.

Data entry allowing on an Admission to select the Item Number used by accruals

Running the Report

To run the report for a location:

- Navigate to **Dashboard > Locations > Location > Accruals**
- Select a report date and click "Search".

| Melbourne Accruals | | | | | | |
|--------------------|--------------------------------------|--|-------------------------|----------------|----------------|--------------|
| 10/09/2022 | | <div> <div></div> <div>Search</div> </div> | | | | |
| Download Summary | | Download Details | | | | |
| ARN | Admitted | Discharged | Patient | Inpatient Days | Health Fund | Total Charge |
| 000157 | 01/09/2022 at 09:00 AM (at location) | | 000033 Mr Luke Alford | 8 | BUPA Australia | \$870.00 > |
| 000158 | 01/09/2022 at 10:00 AM (at location) | | 000036 Ms Ava Atkinson | 10 | BUPA Australia | \$1,400.00 > |
| 000159 | 01/09/2022 at 10:00 AM (at location) | | 000056 Ms Elise Adamson | 10 | BUPA Australia | \$0.00 ⚠ > |
| 000160 | 01/09/2022 at 10:15 AM (at location) | 20/09/2022 at 04:30 PM (at location) | 000065 Mr Oliver Ashley | 10 | | \$1,199.90 > |
| Total: | | | | | | \$3,469.90 |

Example: Accruals summary

Click the arrow in each row to show details about how the total charge was calculated. This will indicate:

- Which accommodation Item Number is being used
- Which Rate Definition is being used
- Which Rate Contract and Unit is being used (when the guarantor is configured to use a Rate Contract). If this includes step-downs, they are shown here.
- Which Region is being used (when there is no rate contract and region pricing is used)

| ARN | Admitted | Discharged | Patient | Inpatient Days | Health Fund | Total Charge |
|------------|--------------------------------------|-------------|-----------------------|--|----------------|--------------|
| 000157 | 01/09/2022 at 09:00 AM (at location) | | 000033 Mr Luke Alford | 8 | BUPA Australia | \$870.00 > |
| Date | Charge | Item Number | Rate Definition | Contract / Unit | | |
| 01/09/2022 | \$120.00 | ACC | BUPA | Example Contract / Day Rate - Days 1 & 2 | | |
| 02/09/2022 | \$120.00 | ACC | BUPA | Example Accomodation / Day Rate - Days 1 & 2 | | |
| 03/09/2022 | | On Leave | | | | |
| 04/09/2022 | | On Leave | | | | |
| 05/09/2022 | \$110.00 | ACC | BUPA | Example Accomodation / Day Rate - Days 3 - 5 | | |
| 06/09/2022 | \$110.00 | ACC | BUPA | Example Accomodation / Day Rate - Days 3 - 5 | | |
| 07/09/2022 | \$110.00 | ACC | BUPA | Example Accomodation / Day Rate - Days 3 - 5 | | |
| 08/09/2022 | \$100.00 | ACC | BUPA | Example Accomodation / Day Rate - Days 6+ | | |
| 09/09/2022 | \$100.00 | ACC | BUPA | Example Accomodation / Day Rate - Days 6+ | | |
| 10/09/2022 | \$100.00 | ACC | BUPA | Example Accomodation / Day Rate - Days 6+ | | |

Example: Detailed accruals showing step downs from a Rate Contract

Note that:

- Days where the patient was on leave are excluded
- Days which have already been invoiced are excluded

Warnings

Warnings against an admission are indicated by the <> icon. Expand the row to see the details.

The following warnings may be displayed:

| Warning | Troubleshooting Steps |
|--|--|
| Item Number is not configured on the Admission Category or Admission | Configure an accrual accommodation item on the admission category (as a System Administrator) OR Configure an accrual accommodation item on the admission |
| Rate Definition cannot be inferred for this Admission | <ol style="list-style-type: none">1. If the admission was created or last edited before upgrading to 6.83, edit the Admission and save it without making any changes.2. If the admission is funded by a Health Fund or DVA, ensure the Guarantor has a "Rate" configured in the "Claiming" section (requires System Administrator).3. If the admission is privately funded, ensure that there is at least one hospital provider associated with a a hospital service location. |
| Service Location and Region cannot be inferred for this Admission | <ol style="list-style-type: none">1. Ensure that the location has:<ol style="list-style-type: none">a. A default service location which is a hospital, ORb. A service location which is a hospital and has the same provider number as the location's hospital provider number. |

CSV Downloads

The report is available as a CSV file for importing into external software or a spreadsheet application such as Excel.

- Click "Download Summary" to download a CSV file containing one row per admission showing the same information as on the report summary
 - Click "Download Details" to download a CSV file containing one row for each admission/date showing the information used to calculate accruals for each day (for example, rate definitions, contract names)
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