

Adding a New Admission Quick Reference Guide

Document version 1

A **New Admission** is completed for a patient whose Medical Record is already in the Casamba system, but is in the Discharged state.

It is possible to set up more than one open admission for the same patient. This is known as a Concurrent Admission. The New Admission process outlined here is also used for this type of admission.



The **'Referral- View'** and **'Referral Entry'** user permissions are needed to have access to the **Add New Admission** option in the **Patient Banner**.

There are two options for entering a new admission for a patient:

- When the Patient Card is not found when searching for the patient, follow the steps in the section: "[Using the New Patient Button option](#)" on the next page
- When the Patient Card is found when searching for the patient, follow the steps in the section: "[Using the Patient Banner "Add New Admission" option](#)" on page 3

Using the New Patient Button option

If the patient is not seen in the Patients list when searching, it's possible the patient has had an admission in a site the

user does not have access to. In that case, click the **New Patient** button  :



Form fields: Last Name (dav), First Name, SSN (#####), MRN, Date of Birth, Search button. Below the form is a section labeled "Patients (3)" with a plus icon highlighted in a red box.

On the **Verify New Patient** screen, review the list of patients already in the system. In this list, the user will receive results for all patients (regardless of the user's site access) so the user is aware that the patient is already known to the agency, but in a site the user may not have access to.

If the patient being admitted is in the list of patients already in the system, highlight the patient in the list and then select **Use Selection**.



Verify New Patient screen. Site: Site 2. Last Name: dav. The following patients are already in the system:

Name	Age	DOB	Gender
Davis II, Jonathan			
Davis II, Kristin C	76Y	01/10/1943 (Died)	F
Davis II, Miles J			
Davis II, Viola	94Y	06/05/1925	F
Davis III, Angela C	99Y	10/19/1920	F
Davis III, Bette D	84Y	10/24/1935 (Died)	F

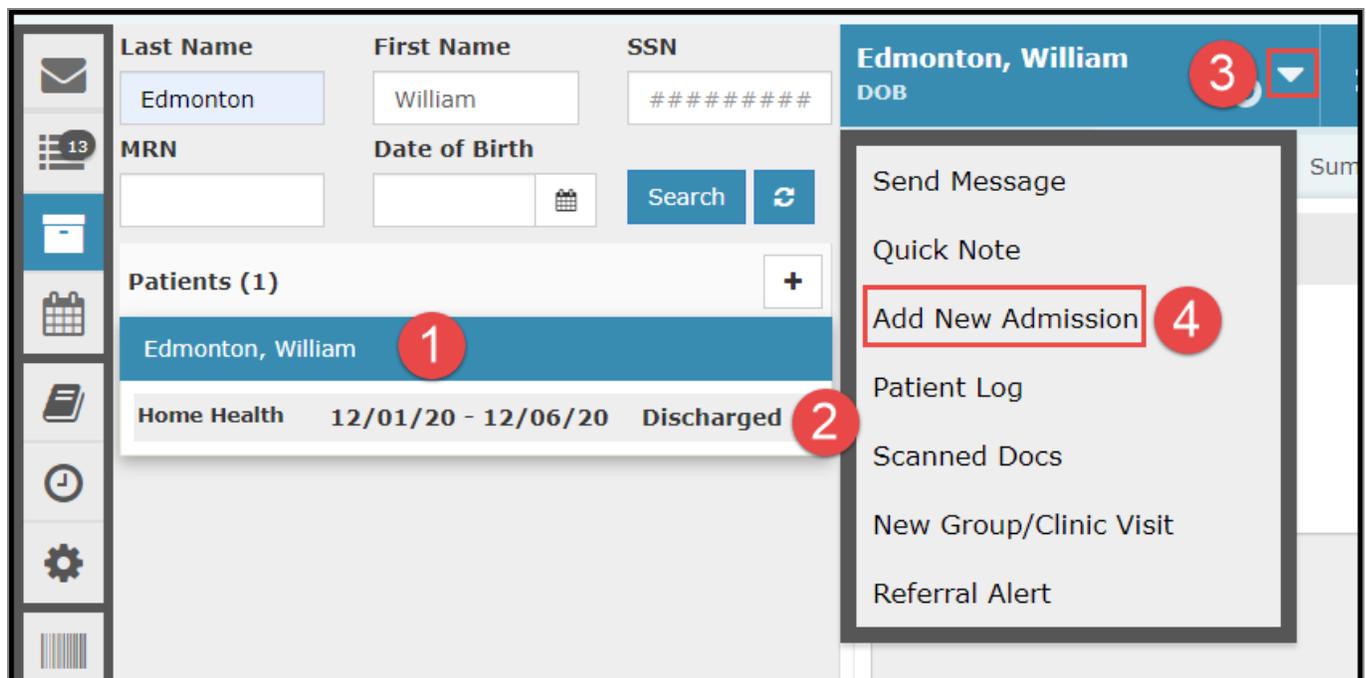
Is this a new patient? Yes

The new Admission screen will pop up. Please see the ["Entering the new admission"](#) on page 4 section for next steps.

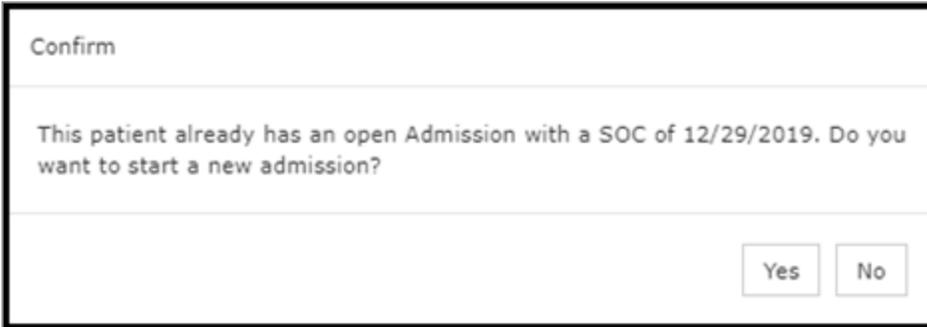
Using the Patient Banner "Add New Admission" option

If the patient the user is searching for has been admitted before and the Patient Card is available in the Medical Records Search list:

1. Click the Patient Card in Medical Records to highlight and bring up details on the patient.
2. When creating a new admission, certain information can be copied into the new admission from the previous admission. For example, when creating a new admission, Medications and Diagnoses from a previous admission can be copied into the new admission referral. On the patient card, highlight the previous admission from which the information should be copied. If no previous admission is highlighted, the default is the most recent admission.
3. In the Patient Header, tap the down arrow to bring up the drop-down menu.
4. Select **Add New Admission**.

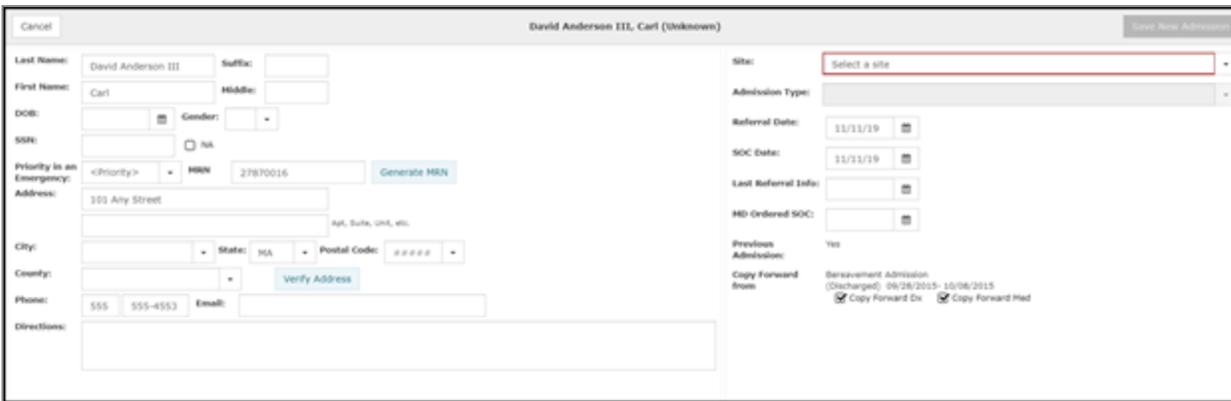


If the patient already has an active admission, an alert displays explain this and asking if the user still wants to start a new admission. Select **Yes** to continue or **No** to cancel.

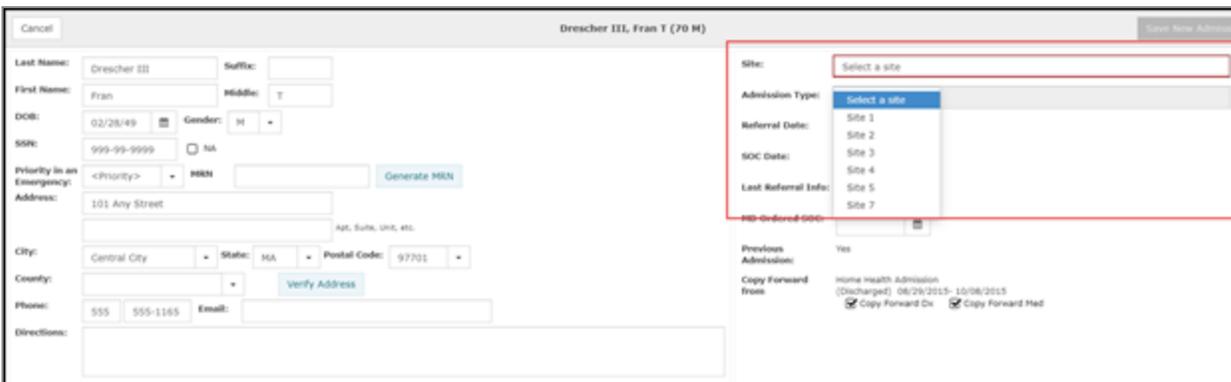


Entering the new admission

Regardless of how the new admission is started, the screen that next displays is the new admission screen.



Selecting a **Site** is a required field. The sites the user can admit this patient into are only the sites the user has access to based on the user's HomeOffice Security permissions. The patient's **Last Name** is also a required field.



Review and revise the new admission with available information.

The **Copy Forward** feature is default checked. The user should uncheck **Copy Forward Dx** or **Copy Forward Med** if they do not want those fields copied into the current admission Referral. Please note that the ability to edit this information

will be available in the Referral. The admission from which the diagnoses and medications will copy forward is displayed and includes the admission date, discharge date (if applicable) and status of the patient (Discharged).

Copy Forward from Home Health Admission
(Discharged) 10/19/2019- 12/12/2019

Copy Forward Dx Copy Forward Med

Once all the admission fields are completed, select **Save New Admission**.

Save New Admission

Home Health
▼

Type:

Home Health
▼

A Confirm box will display asking the user to confirm that the new admission should be created. The box will display:

- Patient name
- Admission Type
- Site

Confirm

Please confirm the new **Referred** admission to be created?

Patient: Meier, Dalphine
Admission Type: Home Health
Site: Private Duty (Private Duty)



Once the site has been selected and confirmed by selecting **Yes** here, it cannot be changed. The record must be removed in Admin/Database Tab and re-entered. Use caution when selecting the correct site.

Select **No** to return to the previous screen or **Yes** to move on to the more detailed Referral screens to continue entering the new patient. Please see the "Edit Referral" section of the *HomeOffice Web Referral/Intake Training Manual* for more information on each Referral screen.

Done
Smith, Gladys (Unknown)

<ul style="list-style-type: none"> Demographics Preferences Referral/Hos Diagnoses Contacts Physicians Orders Medications Insurance F2F Attributes <li style="background-color: #e0e0e0;">Overview/Sign 	<p>Patient Smith, Gladys DOB Age Referral Date 01/25/21 Last Referral Info 01/25/2021 SOC 01/25/21 Previous Admission No</p> <hr/> <p>Patient Details</p> <p>SSN MRN</p> <p>PCP Address Phone</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Highlighted Attribute</th> <th style="width: 20%;">Value</th> <th style="width: 20%;">Comments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Patient Address</p> <p>Phone</p> <p>Directions</p> <p>Marital Status Race Pets</p> <hr/> <p>Contacts</p> <hr/> <p>Referral MDs</p> <p>No information recorded.</p> <hr/> <p>Referral Diagnoses</p> <hr/> <p>Referral Surgical Procedures</p> <hr/>	Highlighted Attribute	Value	Comments				<ul style="list-style-type: none"> Demographics <ul style="list-style-type: none"> ▲ Patient (Name, DOB and Gender) ▲ Patient MRN ▲ Patient Address ▲ Patient Phone Contact <ul style="list-style-type: none"> ▲ Contact Name and Phone Referral <ul style="list-style-type: none"> ▲ Referral Orders ▲ Referral DX ▲ Admitting MD ▲ Referral Meds ▲ Referral Allergies
Highlighted Attribute	Value	Comments						

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Last updated 25 January 2021