




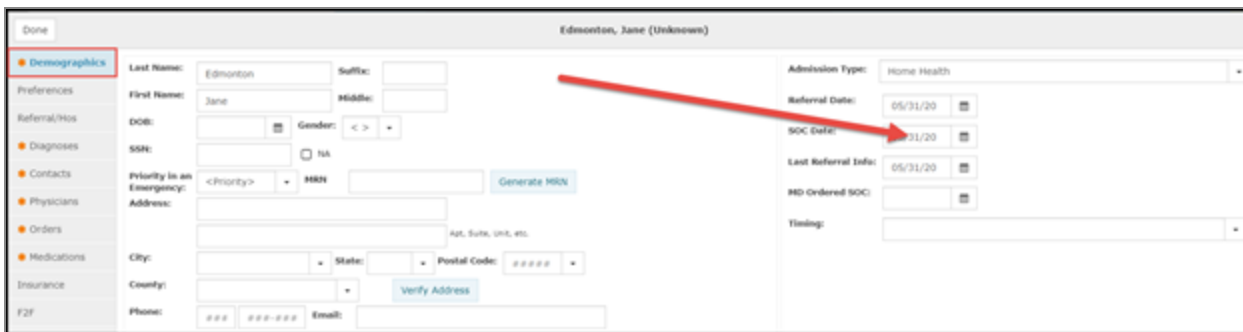
Putting Home Health Patient on Pre-Admit Quick Reference Guide

Document version 1

Utilizing the pre-admit status permits the entry of a referral on a patient for whom the agency is not yet sure of the Start of Care date. The Pre-Admit status prevents Start of Care appointments from going to Scheduling prematurely.

To put a patient in pre-admit, remove the Start of Care date in the Patient Chart > Referral > Edit Referral > Demographics

screen by selecting the calendar  next to the date or the date field itself:



The screenshot shows a patient demographics form for 'Edmonton, Jane (Unknown)'. The 'Demographics' tab is active. The 'SOC Date' field is highlighted with a red arrow, indicating it is the field to be edited. The form includes fields for Last Name, First Name, Middle, DOB, Gender, SSN, Priority in an Emergency, Address, City, State, Postal Code, County, Phone, and Email. The 'Admission Type' is set to 'Home Health'. The 'Referral Date' is 05/31/20, and the 'SOC Date' is 05/31/20. The 'Last Referral Info' is 05/31/20. The 'MD Ordered SOC' is empty. The 'Timing' field is empty.



This SOC Date field will be grayed out (not available for editing) if one or more of the following is true:

- the Admit state is something other than Referred or Pre-Admit
- there is a signed order (Plan of Care or Interim, regardless of review status of the order)
- a visit has been started
- there is an initial CTI Verbal Order

Once the SOC date field is grayed out, the SOC date cannot be cleared to change the patients admit state to pre-admit.

Select **Clear** to clear the Start of Care date.

SOC Date: 05/19/20

Benefit Period: May 2020

Last Referral Info:

MD Ordered SOC:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

Buttons: Today, Clear, Close

The admit state will change to **Pre-admit** on the Patient Card and in the Patient Banner:

Last Name: Edmonton, First Name: Jane, SSN: *****

MRN: , Date of Birth: , Search

Patients (1)

Name	Home Health	Date	Admit State
Edmonton, Jane		05/31/20	Pre-Admit

Edmonton, Jane
DOB: [P] [i] [Chart] [Home Health]

Demographics | Referral

Document Dates: 05/31/2020

Referral Details

Referral Date: 05/31/20
SOC
SSN
Primary Clinician

Referral/Hos

Referral Source: Physician



Once a patient's admit state is Pre-Admit, they will display on the **Pre-Admit** Review list, where they can be tracked.

A limited Patient Chart is available when a patient is in Pre-Admit status. The following screens can be accessed:

- Summary
- Demographics
- Referral
- Insurance
- Attributes
- Immunizations
- Quick Notes
- POC Update

- Meetings
- Scanned Docs
- DME
- Tracked Docs
- Visits/Forms

The screens that are not available when a patient is in Pre-Admit are:

- OASIS
- Vitals
- Wound
- Mailings

Evaluation disciplines can be selected in the Referral>Order screen when a patient is in Pre-admit. Once a Start of Care date is entered, those appointments will go to Scheduling to be assigned. They will NOT flow to Scheduling until the Start of Care date is added. A message displays in the Referral>Orders screen to remind users of this.

The screenshot shows the 'Referral Orders' interface. At the top, there is a grey header with the title 'Referral Orders'. Below the header is a blue 'Add' button. Underneath the button, it says 'No information recorded.' Below this is a section titled 'Evaluations' which contains a grid of radio button options for different disciplines: SN (checked), ST, Clergy, VC, PT, MSW, MD, OT, Diet, and BC. At the bottom of the screen, a red warning message reads: '*Appointments won't flow to scheduling until SOC date is entered'.

Evaluations			
<input checked="" type="checkbox"/> SN	<input type="checkbox"/> ST	<input type="checkbox"/> Clergy	<input type="checkbox"/> VC
<input type="checkbox"/> PT	<input type="checkbox"/> MSW	<input type="checkbox"/> MD	
<input type="checkbox"/> OT	<input type="checkbox"/> Diet	<input type="checkbox"/> BC	

Entering a Start of Care date into the Referral > Demographics screen will take the patient off Pre-Admit and change their Admit State to Referred.