Verify Census

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Overview

Using Verify Unit Census to check the accuracy of the Avatar system compared to actual residential occupancy.

Applicable Staff

Supervisors, Directors, and the Billing/AR Staff will follow this procedure.

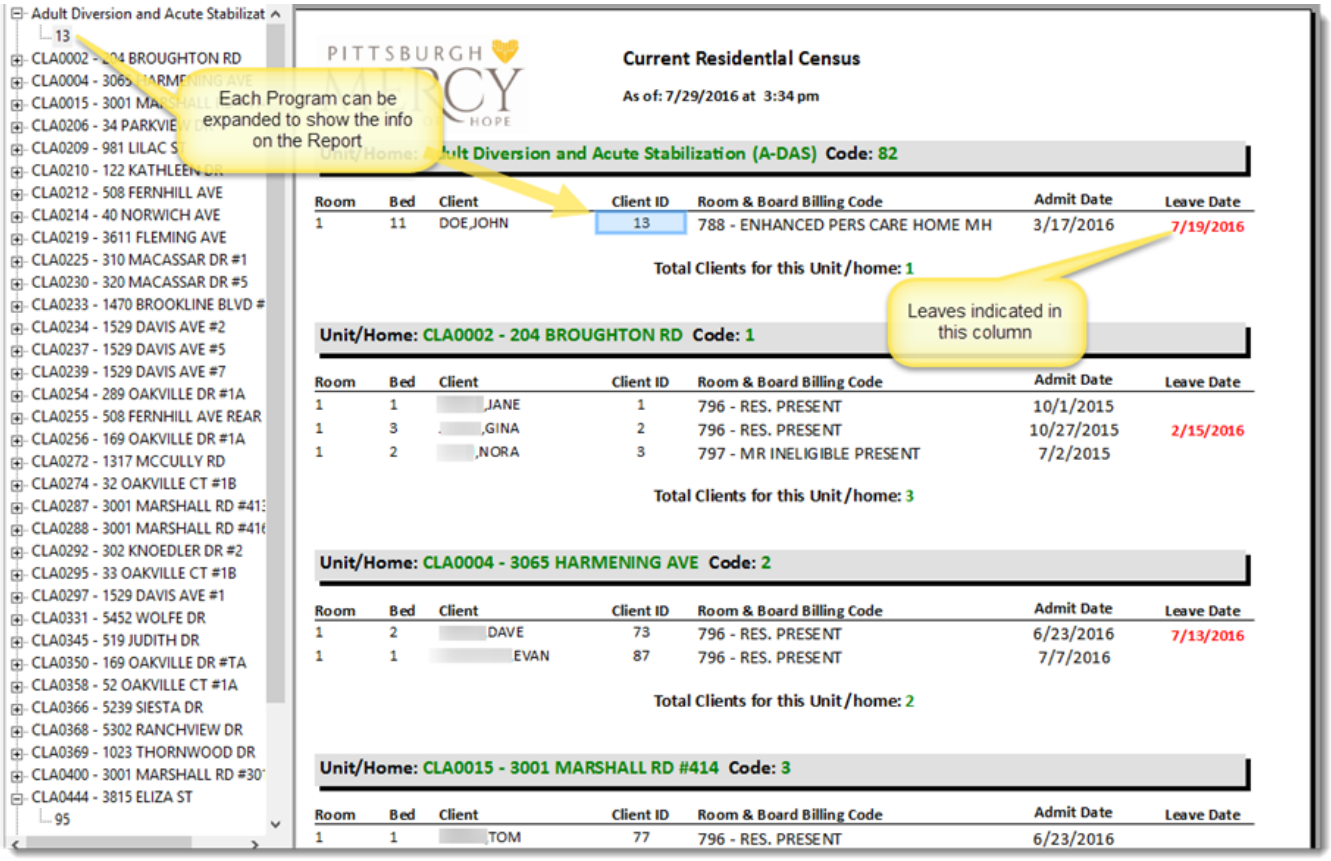
Usage

The Verify Unit Census form is used to verify patients receiving care to allow accurate billing for services rendered. Inpatient/Residential Billing is accomplished through posting charges by Billing/AR staff. Outpatient and/or Ancillary services provided are entered through **Progress Notes** that can be traced back to specific issues in the Outcome Action Plan. Outcome Action Plan

Verify Unit Census

The census is verified by opening the **Verify Unit Census** form by following the menu path Avatar PM/Services/Inpatient-Residential/Verify Unit Census. Select the **Current Census Crystal Report** to show each program and all clients currently classified as present or on leave for residential care. Ensure

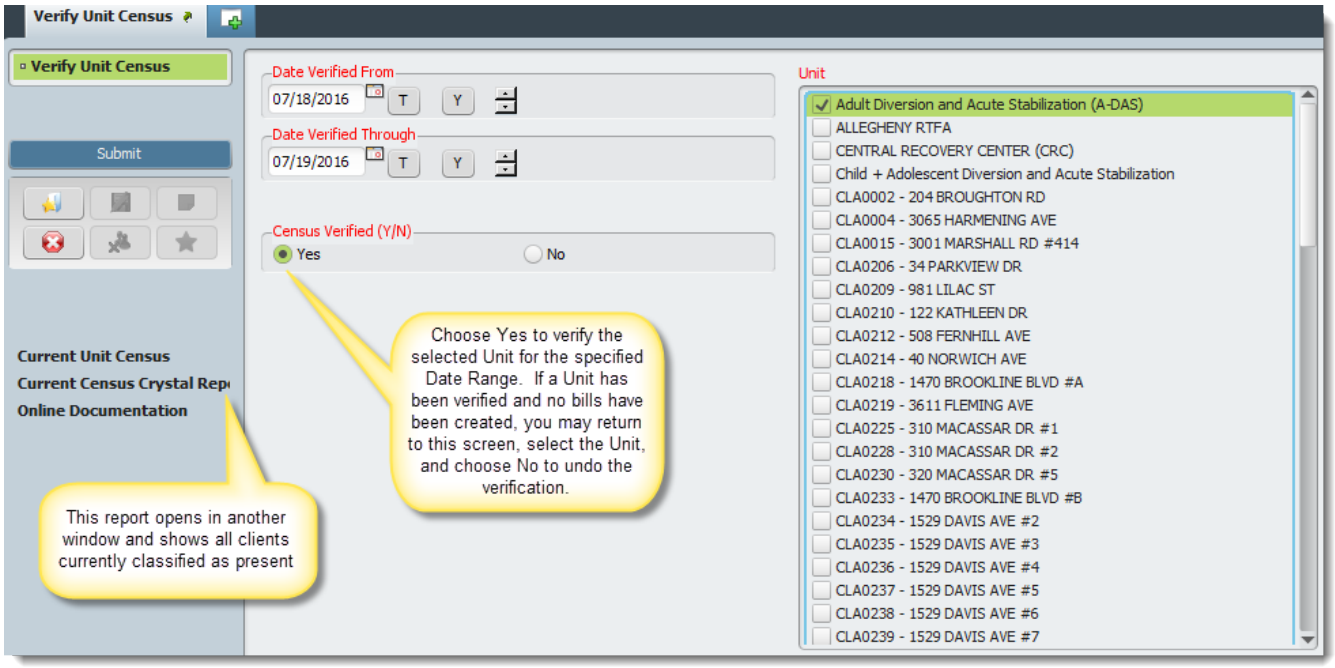
that the unit(s) being verified are correct before proceeding. Make any changes necessary.



If there are any errors, please either place the client on leave, end their leave, Leaves or discharge them as appropriate. Discharging A Client

NOTE - If changes need to be made, complete them BEFORE proceeding and return to the Verify Unit Census form.

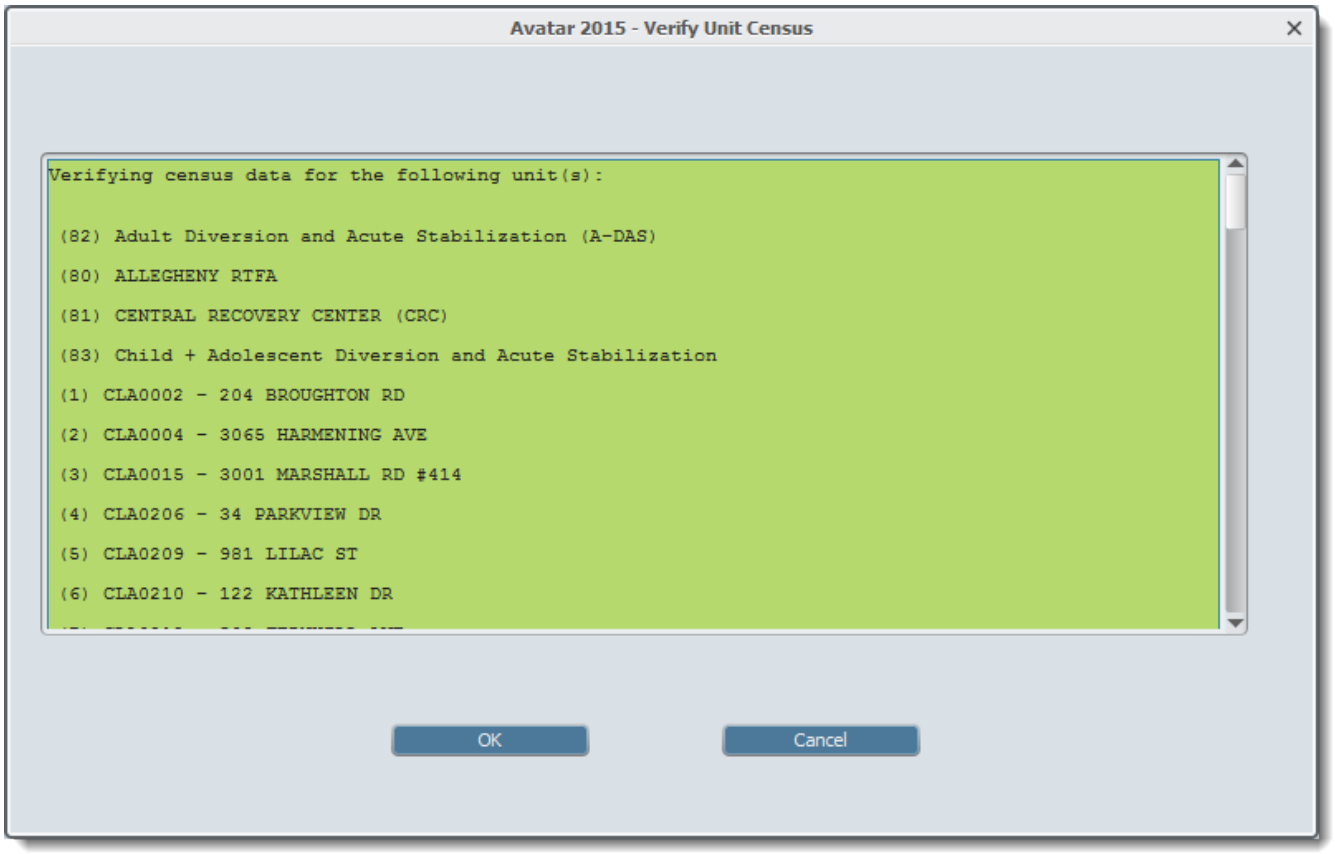
Select the date range according to your standard procedure (once/day, once/week, etc.), and then select any/all Units you wish to verify. If satisfied with the accuracy and you wish to verify, select **Yes** in the field labeled **Census Verified (Y/N)**. Click the blue **Submit** button to complete verification.



NOTE - There may be other units checked in the Unit list that have been verified by others. You do not need to uncheck those units when verifying your own.

The following message indicates that these units have been previously verified, and if necessary the action can be cancelled in the next screen.

This message shows all the units that will be verified if the action is completed. If you do not wish to proceed with the action, click **Cancel**. To verify the selected units, click **OK**.



Tips & FAQ

Any useful tips, and questions provided by users after roll out.

Technical Information

Menu Location - (Avatar PM/Services/Inpatient-Residential/Verify Unit Census)

SQL Table(s)

RAD Envelope (if applicable)

Related Forms and Reports (data from one form feeds another report/form)

Posted by: John Cookson - Wed, Feb 3, 2016 at 9:57 PM. This article has been viewed 4497 times.

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