

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.

PITTSBURGH HOPE CY

Current Residential Census
As of: 7/29/2016 at 3:34 pm

Each Program can be expanded to show the info on the Report

Unit/Home: **Adult Diversion and Acute Stabilization (A-DAS) Code: 82**

Room	Bed	Client	Client ID	Room & Board Billing Code	Admit Date	Leave Date
1	11	DOE, JOHN	13	788 - ENHANCED PERS CARE HOME MH	3/17/2016	7/19/2016

Total Clients for this Unit/home: 1

Unit/Home: **CLA0002 - 204 BROUGHTON RD Code: 1**

Room	Bed	Client	Client ID	Room & Board Billing Code	Admit Date	Leave Date
1	1	JANE	1	796 - RES. PRESENT	10/1/2015	
1	3	GINA	2	796 - RES. PRESENT	10/27/2015	2/15/2016
1	2	NORA	3	797 - MR INELIGIBLE PRESENT	7/2/2015	

Total Clients for this Unit/home: 3

Unit/Home: **CLA0004 - 3065 HARMENING AVE Code: 2**

Room	Bed	Client	Client ID	Room & Board Billing Code	Admit Date	Leave Date
1	2	DAVE	73	796 - RES. PRESENT	6/23/2016	7/13/2016
1	1	EVAN	87	796 - RES. PRESENT	7/7/2016	

Total Clients for this Unit/home: 2

Unit/Home: **CLA0015 - 3001 MARSHALL RD #414 Code: 3**

Room	Bed	Client	Client ID	Room & Board Billing Code	Admit Date	Leave Date
1	1	TOM	77	796 - RES. PRESENT	6/23/2016	

Leaves indicated in this column

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.

Verify Unit Census

Date Verified From
07/18/2016 T Y

Date Verified Through
07/19/2016 T Y

Census Verified (Y/N)
☒ Yes
 ☐ No

Unit

- ☒ Adult Diversion and Acute Stabilization (A-DAS)
- ☐ ALLEGHENY RTFA
- ☐ CENTRAL RECOVERY CENTER (CRC)
- ☐ Child + Adolescent Diversion and Acute Stabilization
- ☐ CLA0002 - 204 BROUGHTON RD
- ☐ CLA0004 - 3065 HARMENING AVE
- ☐ CLA0015 - 3001 MARSHALL RD #414
- ☐ CLA0206 - 34 PARKVIEW DR
- ☐ CLA0209 - 981 LILAC ST
- ☐ CLA0210 - 122 KATHLEEN DR
- ☐ CLA0212 - 508 FERNHILL AVE
- ☐ CLA0214 - 40 NORWICH AVE
- ☐ CLA0218 - 1470 BROOKLINE BLVD #A
- ☐ CLA0219 - 3611 FLEMING AVE
- ☐ CLA0225 - 310 MACASSAR DR #1
- ☐ CLA0228 - 310 MACASSAR DR #2
- ☐ CLA0230 - 320 MACASSAR DR #5
- ☐ CLA0233 - 1470 BROOKLINE BLVD #B
- ☐ CLA0234 - 1529 DAVIS AVE #2
- ☐ CLA0235 - 1529 DAVIS AVE #3
- ☐ CLA0236 - 1529 DAVIS AVE #4
- ☐ CLA0237 - 1529 DAVIS AVE #5
- ☐ CLA0238 - 1529 DAVIS AVE #6
- ☐ CLA0239 - 1529 DAVIS AVE #7

Current Unit Census
Current Census Crystal Rep
Online Documentation

Submit

This report opens in another window and shows all clients currently classified as present

Choose Yes to verify the selected Unit for the specified Date Range. If a Unit has been verified and no bills have been created, you may return to this screen, select the Unit, and choose No to undo the 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.

Avatar 2015 - Warning

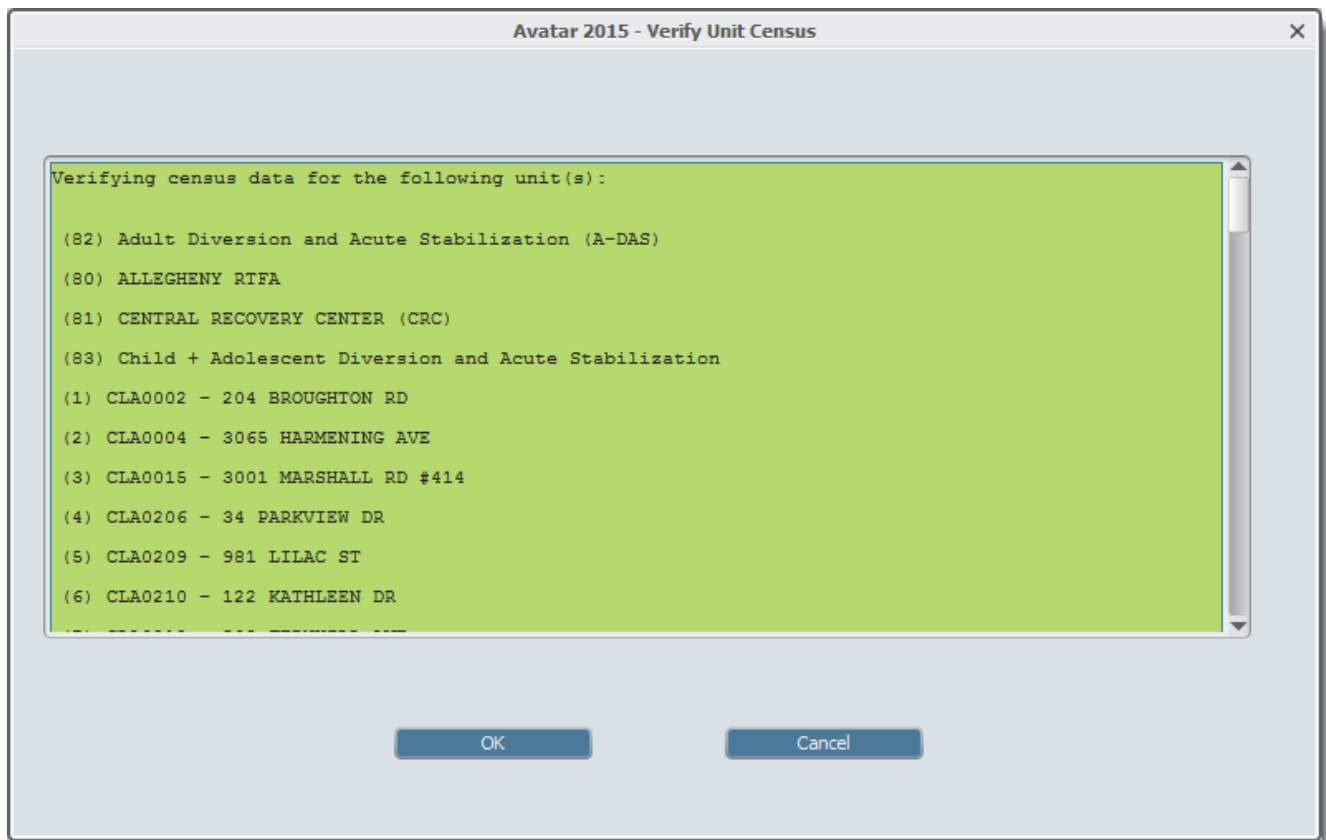
Verify Unit Census

The following unit(s) have already been posted for one or more of the specified date range.

- 1 - CLA0002 - 204 BROUGHTON RD
(12/06/2015)
- 2 - CLA0004 - 3065 HARMENING AVE
(12/06/2015)
- 3 - CLA0015 - 3001 MARSHALL RD #414
(12/06/2015)
- 4 - CLA0206 - 34 PARKVIEW DR
(12/06/2015)
- 5 - CLA0209 - 981 LILAC ST
(12/06/2015)
- 6 - CLA0210 - 122 KATHLEEN DR
(12/06/2015)
- 7 - CLA0212 - 508 FERNHILL AVE
(12/06/2015)

OK

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 4391 times.

Online URL: <https://www.mercykb.com/article.php?id=19>