

Admitting A Client

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Overview

The procedure to follow when admitting a client. Admissions can be entirely new, or re-admitting a client from a prior visit or Trial Visit. If admitting from a Trial Visit into a Residential Program, first Discharge [Discharging A Client](#) the client from the Trial Visit episode, then admit through this process. This process can also be used to admit a current client into additional programs while remaining actively admitted to the original program, i.e. a Residential Program and an Employment Program. This scenario will produce multiple episodes in the record.

Applicable Staff

Directors/Supervisors will perform admissions. All Avatar users may view admission information.

Usage

Select the **Admission** form from My Forms, Search Forms, or the menu path Avatar PM/Client Management/Episode Management/Admission.

Choosing a Client

Once the Admission form is selected, the **Select Client** window opens. A current/previous client can be

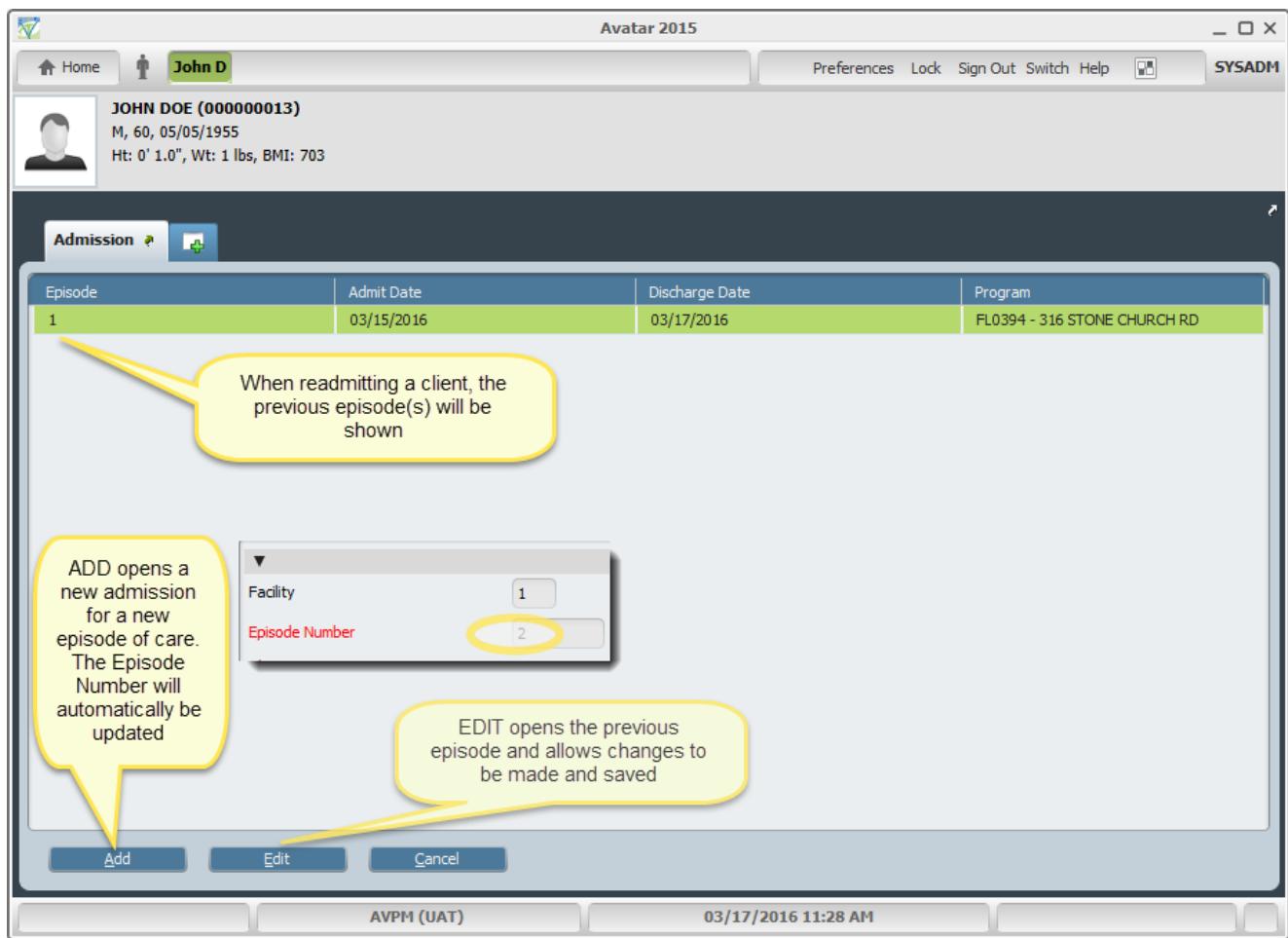
searched for to add an admission to their record, or a new client admission created. Complete the demographic information fields and select **Search**. A minimum of part of the last name or first name, and sex must be completed. If the Assigned ID for a previous or current client is known it can be used as well. The Search button will become active and can be clicked to search.

Score	Name	ID	Client's Hom...	Client's Cell P...	Date Of Birth
70	JOHN DOE	13			05/05/1955

If results are returned for the search criteria entered and you wish to add an Episode to the current client, highlight the appropriate row and click **Select**. If there are no results for the client you entered, click **New Client** to create a new admission.

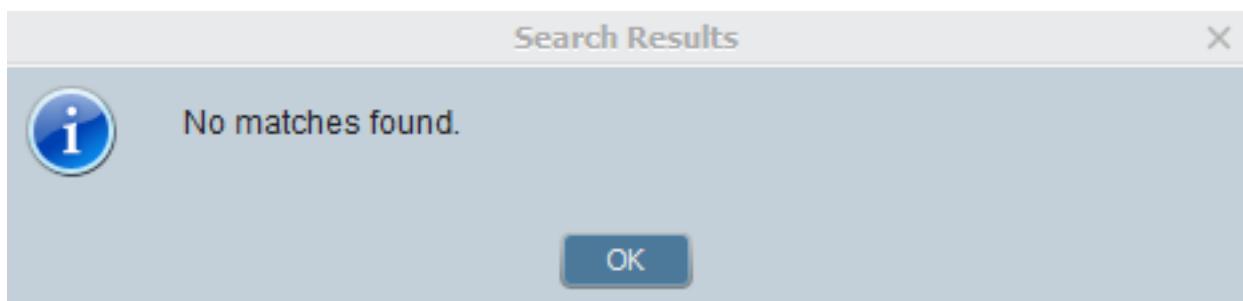
Readmission/Current Client

If readmitting a previous client or adding another program to an admitted client, the following screen appears showing the admission history. Every admission to a new instance of care or to an additional program will create a new episode.



New Client Admission

NOTE - When entering a new admission for a **NEW** client in the Search Client screen above, ensure that a pop-up appears stating there was no record found for the client. Click **OK**. **This is the only circumstance to click the New Client button.**



On the Select Client screen click the **New Client** button.

Select Client

Last Name DOE	First Name JOHN	Sex Male			
Social Security # 111-11-1111	Date of Birth 05/05/1955				
Assigned ID					
Search Clear View Client Picture					
Score	Name	ID	Client's Hom...	Client's Cell P...	Date Of Birth
<hr/>					
Select New Client Cancel					

Admission Section

Trial Visit Admission

The form opens to the **Admission** section with any previously entered data pre-populated, allowing entry of required information about the client such as Name, DOB, Admission Date/Time, Program, and Type of Admission. Please enter/select information from the remaining fields as appropriate.

The Name field format is lastname,firstname, with no spaces. If a middle initial or name is required, the format is lastname,firstname middle, with a space between first and last names.

The following image is the **Admission Section** as described above. Admission Date and Time, Program, and Type of Admission are required fields. For all Trial Visits, whether they are for a residential or employment program, choose Pre-Admission for the **Type of Admission** and ID Trial Visit for the

Program.

All other fields are optional and should be completed as per company policy.

The screenshot shows the 'Admission' module. On the left, a sidebar lists 'Admission', 'Demographics' (Client Demographics, Alias, Other Info), 'N/A', 'Residential Bed Assign...', and 'Comments'. Below the sidebar are 'Submit' buttons and links for 'Family Registration' and 'Online Documentation'. The main form includes fields for 'Facility' (set to 1), 'Episode Number' (set to 1), 'Client Name' (RYDER,DAVID), 'Type Of Admission' (set to 'Pre-Admission'), 'Source Of Admission', 'Admitting Practitioner', 'Attending Practitioner', 'Team Assignment' (set to 'ID Trial Visit'), and 'Program' (set to 'ID Trial Visit'). A yellow callout points to the 'Episode Number' field with the text 'Episode automatically created. Note to be sure it is correct.' A second yellow callout points to the 'Type Of Admission' dropdown with the text 'Pre-Admission = Trial Visit Admission = Residential'. A third yellow callout points to the 'Program' dropdown with the text 'ID Trial Visit used for all types of trial visit.'

When complete, click the blue **Submit** button to admit the client into the Trial Visit.

Residential Admission

Choose Admission for the Type of Admission, and select the appropriate facility/program from the drop-down for Program. Once a residential program is selected, the Source of Admission drop-down becomes required and must be completed.

NOTE - For all residential admissions, the **Residential Bed Assignment Section** must be completed (discussed later in this article).

Residential Admissions require a Source

Choose the appropriate residential program

Demographics Section

The Demographics Section contains 3 subsections; **Client Demographics**, **Alias**, and **Other Info**. The **Demographics** subsection contains address and contact information, language, ethnicity, and religious information, along with education and employment information.

The **Alias** subsection allows entry of up to 10 known aliases. These can be used to capture nicknames, preferred names (Bob for Robert), and any actual aliases.

The **Other Info** subsection contains smoking status, Smoking Assessment Date, and Pregnancy Status.

The Family Registration form can be accessed directly in the sidebar

Family Registration
Online Documentation

Admission

Client Demographics

Address - Street
Address - Street 2
Zipcode City
State County
Home Phone Work Phone Cell Phone
Email Address
Communication Preference
 Email Regular Mail Home Phone
 Work Phone Cell Phone Do Not Contact
 Text

Alias

Alias Alias 2 Alias 3 Alias 4 Alias 5 Alias 6 Alias 7 Alias 8 Alias 9 Alias 10

Other Info

Smoker
Smoking Status Assessment Date
Pregnancy Status
-Expected Due Date
Lactating Status
 Yes No

Mother's Maiden Name
Protection Indicator
 Yes No

Protection Indicator Effective Date
Name Qualifier
 Keep Private Unspecified

Maiden Name
Marital Status
Primary Language Client Race
Ethnic Origin Religion
Client Declined To Provide Information On The Following
 Ethnic Origin Race Language
Place Of Birth
Country Of Origin Education
Employment Status Occupation

Active for female clients

Residential Bed Assignment Section

This section is only available if the client is being admitted to a residential program. These selections will vary depending on the program the client is being admitted to. **NOTE** - Charges that will be billed are calculated automatically and must not be altered here.

Select a Unit from the drop-down that corresponds to the Program chosen in the Admission Section. The available rooms and beds will be shown in the drop-downs below. Select the appropriate accommodations but DO NOT change the room and board billing code. If a bed is in use it will not be shown in the drop-down. If you select a bed and receive an error when submitting, the bed may have been selected for another client and you must choose another.

Admission

- Admission
- Demographics
- Client Demographics
- Alias
- Other Info
- N/A
- Residential Bed Assign...**
- Comments

Submit

Unit: FL0242 - 234 NAVAJO RD

Room: 1

Bed: 1

Licensed/Unlicensed: Licensed

Room And Board Billing Code: (796) RES. PRESENT

Admission Charge Code:

Daily Charge Code:

Ensure that the Unit selected matches the Program in the Admission section

The Room and Bed correspond to the living arrangements of the dwelling. If a bed is already in use in a multi-bed dwelling, it will not be available. The Room and Board Billing Code is automatically generated and must not be changed.

Comments Section

The Comments Section has an area to record comments regarding the admission. Click the blue **Submit** button to save the admission form and enroll the client.

Admission

- Admission
- Demographics
 - Client Demographics
 - Alias
 - Other Info
- N/A
- Residential Bed Assign...
- Comments

Admission Comments

Submit

Family Registration
Online Documentation

Tips & FAQ

To clear any selection made, select the area and press the F5 key.

Technical Information

Menu Location (Avatar PM/Client Management/Episode Management/Admission)

SQL Table(s)

RAD Envelope (if applicable)

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

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