

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.

Select Client

Last Name:

First Name:

Sex: Male

Social Security #:

Date of Birth:

Assigned ID:

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

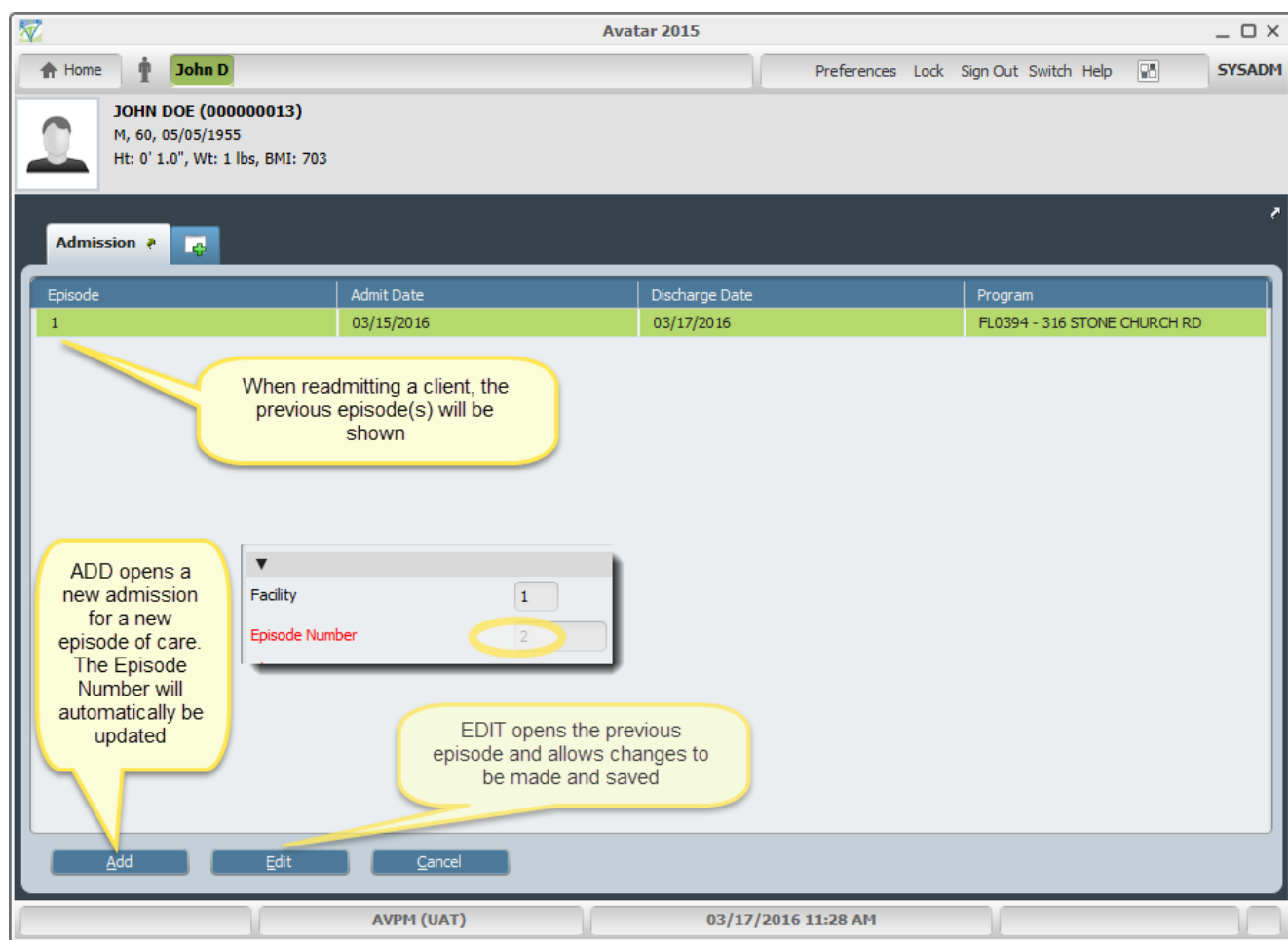
If Select is active, the client already exists in Avatar and new episodes can be created

If the desired client does not appear, select New Client to create an admission

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.

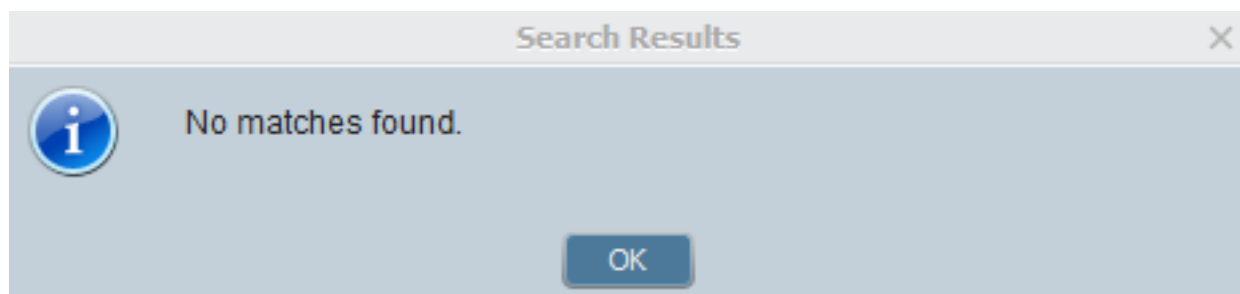
Readmission/Current Client

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

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' form interface. On the left is a sidebar with a menu containing 'Admission', 'Demographics', 'N/A', 'Residential Bed Assign...', and 'Comments'. The 'Admission' section is active. Below the menu is a 'Submit' button and a row of icons. At the bottom of the sidebar are links for 'Family Registration' and 'Online Documentation'.

The main form area contains the following fields and callouts:

- Facility:** A dropdown menu with '1' selected.
- Episode Number:** A dropdown menu with '1' selected. A yellow callout box points to it with the text: "Episode automatically created. Note to be sure it is correct."
- Client Name:** A text field containing 'RYDER, DAVID'.
- Sex:** Radio buttons for 'Female', 'Male' (selected), and 'Transgender (F to M)', 'Transgender (M to F)'.
- Date Of Birth:** A date picker showing '07/29/2016'.
- Age:** A text field.
- Preadmit/Admission Date:** A date picker showing '07/29/2016'.
- Preadmit/Admission Time:** A time picker showing '06:53 PM' and a 'Current' button.
- Program:** A dropdown menu with 'ID Trial Visit' selected. A yellow callout box points to it with the text: "ID Trial Visit used for all types of trial visit."
- Type Of Admission:** A dropdown menu with 'Pre-Admission' selected. A yellow callout box points to it with the text: "Pre-Admission = Trial Visit Admission = Residential".
- Source Of Admission:** A dropdown menu.
- Admitting Practitioner:** A text field with a user selection icon.
- Attending Practitioner:** A text field with a user selection icon.
- Team Assign:** A dropdown menu.

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).

The screenshot shows a web-based admission form. On the left is a sidebar with a menu: 'Admission' (selected), 'Demographics' (with sub-items 'Client Demographics', 'Alias', 'Other Info'), 'N/A', 'Residential Bed Assign...', and 'Comments'. Below the menu are 'Submit', 'Print', 'Cancel', and 'Save' buttons, and a link for 'Family Registration Online Documentation'. The main form area contains fields for 'Facility' (1), 'Episode Number' (1), 'Client Name' (RYDER, DAVID), 'Sex' (Male selected), 'Date Of Birth', 'Age', 'Preadmit/Admission Date' (07/29/2016), 'Preadmit/Admission Time' (06:53 PM), 'Type Of Admission' (Admission), 'Source Of Admission' (Clinic Referral), 'Admitting Practitioner', 'Attending Practitioner', 'Team Assignment', and 'Program' (CLA0234 - 1529 DAVIS AVE #2). Two yellow callout boxes are present: one pointing to the 'Source Of Admission' dropdown with the text 'Residential Admissions require a Source', and another pointing to the 'Team Assignment' dropdown with the text '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.

Admission

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

Submit

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

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

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

The Family Registration form can be accessed directly in the sidebar

Family Registration
Online Documentation

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.

The screenshot shows a web application interface for the 'Admission' section. On the left is a sidebar with a menu containing 'Admission', 'Demographics', 'N/A', 'Residential Bed Assign...', and 'Comments'. The 'Residential Bed Assign...' item is highlighted. Below the menu is a 'Submit' button and a row of six icons. The main form area contains several fields: 'Unit' (dropdown menu showing 'FL0242 - 234 NAVAJO RD'), 'Room' (dropdown menu showing '1'), 'Bed' (dropdown menu showing '1'), 'Licensed/Unlicensed' (dropdown menu showing 'Licensed'), 'Room And Board Billing Code' (text input field containing '(796) RES. PRESENT'), 'Admission Charge Code' (text input field), and 'Daily Charge Code' (text input field). Two yellow callout boxes are present: one pointing to the 'Unit' dropdown with the text 'Ensure that the Unit selected matches the Program in the Admission section', and another pointing to the 'Room' and 'Bed' dropdowns with the text '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.

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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