

CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports

Patient Census Reports	2
Print Admissions, Discharges & Transfers	3
Print Alphabetic Census – Inpatient	6
Print Alphabetic Census – Outpatient.....	7
Print Census By Physician	8
Print Census Summary Report.....	9
Print Nurse’s Station Report.....	10
Current Patient Publish Listing	12
Print Theological Report.....	13
Print Nurse’s Work/Report Sheet	14
Patient Re-Admits	16
Admissions within 72 Hrs of OP Visit.....	17
Admissions within 3 Days prior to IP Stay	18
Multiple OP Admissions on Same Day	19
Show Admissions, Discharges & Transfers.....	20
Daily Patient Admissions	20
Daily Patient Dismissals	21
Current Patient Census	22
Pre-Admissions.....	23
Patient Care Transfer	24
Print OP Admissions by Primary Insurance.....	25

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Patient Census Reports

Select this option from the Accounts Receivable main menu and the following screen/menu will display:

```
STARLAB                StarSystem                HIMSMENU                04/21/2005
-----
                Accounts Receivable
                Patient Census Reports

                1. Print Admission, Discharge & Transfers
                2. Print Alphabetic Census -Inpatient-
                3. Print Alphabetic Census -Outpatient-
                4. Print Census by Physician
                5. Print Census Summary Report
                6. Print Nurse's Station Report
                7. Current Patient Publish Listing
                8. Print Theological Report
                9. Print Nurse's Work/Report Sheet
                A. Patient Re-Admits
                B. Show Admissions, Discharges & Transfer

                Arrows<Up><Dn> <F4>PrevMenu <ENTER>Select <F10>Quit
```

This menu contains several options for printing patient census reports or for showing them to screen.

The following pages will explain the options in each of these reports.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Print Admissions, Discharges & Transfers

This program will print a multi-paged report, listing daily patient admissions, current patient census, daily patient dismissals and any patient care, physician or room transfers. This report will list Inpatient and Long-term care patients only.

Select this option and the following will display:

```

pacr          8.1          StarSystem          04/25/2005
                  Daily Census Report
-----
Line Spacing: [ _ ] (S)ingle, (D)ouble
Enter Date:   [      ]

                  <F3>Cancel  <F4>Quit
  
```

Line Spacing – If the census report is to print single spaced, enter ‘S’, if the report is to print double-spaced, enter ‘D’.

Enter Date – Input the census date to be printed in MMDDYY format.

After the spacing preference and date are entered, a final prompt will appear:

Is Information Correct? Y/N – If the information input is correct, answer ‘Y’, otherwise, answer ‘N’ and re-enter the information. When ‘Y’ is responded, the report will process and print.

The first part of the report will list daily patient admissions:

```

Date: 04/25/2005          StarSystem          Page: 1
Time: 16:50              DAILY ADMISSION REPORT          Prog: pacr
User:  css                IP          Ver: 8.1
                  For: 04/25/05
-----
PATIENT-NAME  EXT PAT-NUM  BED#  BIRTH-DT  FC  SERVICE  DTE-ADM  DAYS  AGE  RACE  M-ST  SEX  DRG-NO  ATTENDING  PHY
-----
DOUGH, COOKIE 138 5000117 138 08/27/66 02 MEDICAL 04/25/05 1 038 C 1 M 000 DOUGH, BREAD
DOUGH, LOTSA 142 5000124 142 08/27/66 01 MEDICAL 04/25/05 1 038 C 1 F 000 DOUGH, RAKIN
-----
PATIENT TOTAL- 2
  
```

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

The second part of the report will list the patient census for IP and LTC patients for the date specified:

Date: 04/25/2005	StarSystem	Page: 2
Time: 16:50	ALPHABETIC CENSUS REPORT	Prog: pacr
User: css	IP	Ver: 8.1
	For: 04/25/05	

PATIENT-NAME	EXT PAT-NUM BED# BIRTH-DT FC SERVICE DTE-ADM DAYS AGE RACE M-ST SEX DRG-NO	ATTENDING PHY
DOUGH, LOTSA	155 123456 155 03/15/19 12 MEDICAL 02/06/05 075 086 B 4 F 455	DOUGH, RAKING
DOUGH, NEEDS	456789 04/26/22 12 PHYS T 09/25/03 575 082 C 1 M 090	DOUGH, PLAY
DOUGH, KNEADS	192 987555 192 04/08/32 12 MEDICAL 09/15/02 950 073 C 2 M 079	DOUGH, BREAD
DOUGH, MAKING	233 033769 233 08/15/19 12 MEDICAL 08/23/02 973 085 C 4 F 127	DOUGH, RAKING
DOUGH, A DEAR	456 000068 456 06/15/55 02 MEDICAL 11/08/03 531 049 C 1 F 000	DOUGH, PLAY
DOUGH, RISING	234 888456 234 12/02/83 32 MEDICAL 09/17/03 583 021 C 1 F	DOUGH, PLAY
DOUGH, ROLL N	117 011863 101 03/27/75 22 MEDICAL 03/16/05 37 030 B 2 F	DOUGH, PLAY
DOUGH, GIMME	126 002120 126 11/09/25 12 MEDICAL 11/18/04 155 079 C 2 M 000	DOUGH, RAKING

PATIENT TOTAL- 8		

Date: 04/25/2005	StarSystem	Page: 3
Time: 16:50	ALPHABETIC CENSUS REPORT	Prog: pacr
User: css	LONG-TERM CARE	Ver: 8.1
	For: 04/25/05	

PATIENT-NAME	EXT PAT-NUM BED# BIRTH-DT FC SERVICE DTE-ADM DAYS AGE RACE M-ST SEX DRG#	ATTENDING PHY
DOUGH, LOTTS	155 5000999 155 09/23/67 11 SWINGBED 02/06/05 78 86 B 4 F 455	DOUGH, PLAY
DOUGH, BREAD	174 0029473 162 04/26/22 11 SWINGBED 09/25/03 578 82 C 1 M 090	DOUGH, RAKING

PATIENT TOTAL- 2		

The next part of the report will list any bed transfers:

Date: 04/25/2005	StarSystem	Page: 4
Time: 16:50	DAILY PATIENT CARE TRANSFER	Prog: pacr
User: css	IP	Ver: 8.1
	For: 04/25/05	

PATIENT-NAME	PAT-NUM DATE-ADM PAY-TYPE ADM-TYPE SERVICE ATTENDING DOCTOR	FROM BED # -> TO BED #
DOUGH, COOKIE	5000117 04/25/05 SELF-PAY URGENT INPATIENT DOUGH, BREAD	138-1 103

TRANSFER TOTAL- 1		

The next part of the report will list any service transfers:

Date: 04/25/2005	StarSystem	Page: 5
Time: 16:50	DAILY PATIENT CARE TRANSFER	Prog: pacr
User: css	IP	Ver: 8.1
	For: 04/25/05	

PATIENT-NAME	PAT-NUM DATE-ADM PAY-TYPE ADM-TYPE BED # ATTENDING DOCTOR	FROM SERVICE->TO SERVICE
DOUGH, COOKIE	5000117 04/25/05 SELF-PAY URGENT 103 DOUGH, BREAD	MEDICAL SURGICAL

TRANSFER TOTAL- 1		

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

The final part of the report will list any physician care transfers:

Date: 04/25/2005	Test Data	Page: 6
Time: 16:50	DAILY PATIENT CARE TRANSFER	Prog: pacr
User: css	IP	Ver: 8.1
	For: 04/25/05	

PATIENT-NAME	PAT-NUM DATE-ADM PAY-TYPE ADM-TYPE BED # SERVICE	FROM DOCTOR ---> TO DOCTOR

DOUGH, NEED N	0029537 03/12/04 MEDICAID EMERGENCY 105 MEDICAL	DOUGH, JOHN DOUGH, RAKING N

TRANSFER TOTAL-	1	

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Print Alphabetic Census – Inpatient

This program will allow the user to print a census for patients currently ‘inhouse’.

Select this the option for alphabetic census – inpatient, and the following screen will display:

```

pacr          8.1          StarSystem          04/25/2005
                Daily Census Report - Inpatient
-----
Line Spacing: [_] (S)ingle, (D)ouble
Enter Date:   [      ]

                                <F3>Cancel  <F4>Quit

```

Line Spacing – If the census report is to print single spaced, enter ‘S’, if the report is to print double-spaced, enter ‘D’.

Enter Date – This prompt will be skipped, as it will default to the current system date, and to only those patients currently ‘inhouse’

After the spacing preference is entered, a final prompt will appear:

Is Information Correct? Y/N – If the information input is correct, answer ‘Y’, otherwise, answer ‘N’ and re-enter the information. When ‘Y’ is responded, the report will process and print. A sample of this report is shown below:

```

Date: 04/26/2005          Test Data          Page: 1
Time: 11:23              ALPHABETIC CENSUS REPORT          Prog: pacr
User: css                IP          Ver: 8.1
                        For: 04/26/05
-----
PATIENT-NAME  EXT PAT-NUM  BED#  BIRTH-DT  FC  SERVICE  DATE-ADM  DAYS  AGE  RACE  M-ST  SEX  DRG#  ATTENDING  PHYS
-----
DOUGH, NEEDIN 155 0015970 155 12/01/15 12 MEDICAL 04/25/05 1 89 B 4 F 000 DOUGH, BREAD
DOUGH, BABY 150 0000001 NUR4 01/01/05 02 MEDICAL 02/18/05 67 00 C 1 M 000 DOUGH, RAKING
DOUGH, LOTSA 105 8888888 105 08/27/66 02 MEDICAL 04/25/05 1 38 C 1 F 000 DOUGH, NEED N
-----
PATIENT TOTAL- 3

```

The first page of the report will show the current Inpatient Census. If there are Long-Term care patients currently admitted, they will print on the second page of the report.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Print Alphabetic Census – Outpatient

This program will allow user to print a census showing outpatient discharges for a specific date.

Select this option and the following will display:

```
pacr          8.1          StarSystem          04/28/2005
              Daily Census Report - Outpatient
-----
Line Spacing: [_] (S)ingle, (D)ouble
Enter Date:   [          ]

              <F3>Cancel  <F4>Quit
```

Line Spacing – If the census report is to print single spaced, enter ‘S’, if the report is to print double-spaced, enter ‘D’.

Enter Date – Input the census date to be printed in MMDDYY format.

After the spacing preference and date are entered, a final prompt will appear:

Is Information Correct? Y/N – If the information input is correct, answer ‘Y’, otherwise, answer ‘N’ and re-enter the information. When ‘Y’ is responded, the report will process and print. A sample of this report is shown below:

```
Date: 04/26/2005          Test Data          Page: 1
Time: 12:19             ALPHABETIC CENSUS REPORT          Prog: pacr
User: css               OP          Ver: 8.1
                        For: 04/26/05
-----
PATIENT-NAME  EXT PAT-NUM BED# BIRTH-DT FC SERVICE DATE-ADM DAYS AGE RACE M-ST SEX DRG# ATTENDING PHYS
-----
DOUGH, MAKIN  110 0035586 110 03/10/65 30  OBS  03/29/05  28 40 C  2  M  DOUGH, RAKING
DOUGH, BAKING 115 1000083 115 06/10/80 00  SURGI 09/27/04 211 24 C  1  M  DOUGH, BREAD
```

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Print Census By Physician

This program will allow the user to print a current patient census for a specific physician or for all physicians on staff. The report will print one page for each physician with an 'in-house' patient on the current system date.

Select this option and the following will display:

```

pphy          8.1          StarSystem          04/28/2005
                Physician's Patient Report
-----
Enter Doctor # or Name:* [          ] Blank for all

                <F3>Cancel  <F4>Quit  <F7>ReviewOn
  
```

Enter the Doctor's hospital assigned number (if known) or name. Press F7 while in this field to search for and select the correct physician. If the report is desired for all physicians, leave this field blank and press ENTER.

Is Information Correct? Y/N – If the information input is correct, answer 'Y', otherwise, answer 'N' and re-enter the information. When 'Y' is responded, the report will process and print. A sample of this report is shown below:

```

Date: 04/28/2005          StarSystem          Page: 1
Time: 16:46          Physician's Patient Report          Prog: pphy
User: css          For Doctor: 1 - DOUGH, ROLLING N          Ver: 8.1
-----
PAT-NUM  PATIENT-NAME  SEX  FIN-CLASS  BED#  DATE-ADMIT  ADM-TYPE  ADM-SERVICE  ADMITTING-DIAGNOSIS
-----
0005236  DOUGH, KNEAD  M  MEDICARE  308  09/15/2002  URGENT  MEDICAL  HAND/KNUCKLE SPASMS
0033769  DOUGH, BREAD  F  MEDICARE  233  08/23/2002  URGENT  MEDICAL  YEAST DEFICIENCY
0011863  DOUGH, BEG N  F  MEDICAID  101  03/16/2005  ELECTIVE  MEDICAL  FAILURE TO RISE
0002120  DOUGH, GIMMEE  M  MEDICARE  137  11/18/2004  ELECTIVE  MEDICAL  PANHANDLING SYNDROME
5000013  DOUGH, PIZZA  F  MEDICARE  138  04/08/2005  ELECTIVE  MEDICAL  TOPPING DEFICIENCY
0027006  DOUGH, COOKIE  M  COMMERCIAL  156  01/10/2005  ELECTIVE  MEDICAL  GINGERBREAD LEG AMPUTATE
0029977  DOUGH, LOTSA  F  COMMERCIAL  172  01/26/2004  ELECTIVE  MEDICAL  WALLET OVERLOAD SYNDROME
5000088  DOUGH, ROLL N  F  MEDICAID  104  03/14/2005  ELECTIVE  MEDICAL  ROLLING PIN ATTACK
5000048  DOUGH, RISING  M  SELF PAY  109  10/24/2003  ELECTIVE  MEDICAL  SWELLING NOS
5000059  DOUGH, JOHN  F  MEDICAID  101  10/24/2003  ELECTIVE  MEDICAL  HYPOCHONDRIA

                TOTAL PATIENTS:          10
  
```


**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Print Census Summary Report

Select this option and the following will display:

pcsr	8.1	StarSystem Census Summary Report	04/28/2005
Do you want to run this report? [_] Y/N <F3>Cancel <F4>Quit			

Answer 'Y' to print this report or 'N' to exit the program. If 'Y' is entered, the report will process and print. A sample of this report is shown below:

Date: 04/28/2005	StarSystem	Page:
Time: 17:09	Census Summary Report	Prog: pcsr
User: css		Ver: 8.1

	CENSUS	TOTAL
		PERCENT OF OCCUPANCY
		TOTAL
NURSE STATION	01 02 03 04	01 02 03 04
UNITS	17 24 16 0 0 0 0 0 0	66
OCCUPIED	4 12 4 0 0 0 0 0 0	23.52 50.00 25.00 11.11
PRIVATE	5 11 0 0	16
SEMI-PRIVATE	3 1 12 7	23
MEDICAL	3 9 3	15 75.00 75.00 75.00
SWINGBED-ICF		
SWINGBED-SKI		
VENT	1	25.00
AMBULATORY S		
O/P DIAGNOST		
PHYSICAL THE	1 1	8.33 100.00
CARDIAC CLIN	1	8.33
REFERRAL LAB		

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Print Nurse's Station Report

Select this option and the following will display:

```

pnsr          8.1          StarSystem          04/29/2005
                Nursing Station Report
-----
Enter Selection: _
  1. Patient Report by Nurse's Station
  2. Alphabetic Patient Report

Enter Selection:
  1. All Beds
  2. Occupied Beds

                <F3>Cancel  <F4>Quit

```

To print a patient report by Nurse's station, select option 1, to print an alphabetic patient report, select option 2. If option 1 is selected, the cursor will appear at the second prompt and allow the user to include or exclude beds from the report, based on occupancy. If option 2, Alphabetic Patient Report, is selected, the report will process and print (excluding unoccupied beds) with no further selection options.

The following is a sample of both reports:

```

Date: 04/29/2005          StarSystem          Page: 1
Time: 09:48              Nursing Station Report      Prog: pnsr
User: css                 NURSE STATION: 01         Ver: 8.1
                        Occupied Beds
-----
PATIENT NAME      EXT PAT-NUM BED# VSTR ADMIT DATE AGE PATIENT-CONDITION ATTENDING DOCTOR
-----
DOUGH, NEEDING   230 0413745 230  Y  08/20/2003  59  _____ DOUGH, RAKING N
DOUGH, LOTSA     231 5000035 231  Y  08/20/2003  59  _____ DOUGH, MAKING
DOUGH, COOKIE    233 0033769 233  Y  08/23/2002  85  _____ DOUGH, ROLLING N
DOUGH, BREAD     308 0005236 308  Y  09/15/2002  73  _____ DOUGH, ROLLING N
-----
PATIENT TOTAL-    4

```

The above report was run selecting the option for patient report by nurse's station and occupied beds only.

The following report is a sample of the alphabetic census report:

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Date: 04/29/2005	StarSystem	Page: 1
Time: 09:55	Nursing Station Report	Prog: pnsr
User: css	Alphabetic Patient Report	Ver: 8.1

PATIENT NAME	EXT	PAT-NUM	BED#	VSTR	ADMIT DATE	AGE	PATIENT-CONDITION	ATTENDING DOCTOR
DOUGH, ALOTTA	212	0027173	212	Y	02/06/2005	86	_____	DOUGH, ROLLING N
DOUGH, BREAD	308	0005236	308	Y	09/15/2002	73	_____	DOUGH, ROLLING N
DOUGH, COOKIE	233	0033769	233	Y	08/23/2002	85	_____	DOUGH, ROLLING N
DOUGH, DODEE	133	0030869	133	Y	09/17/2003	21	_____	DOUGH, RAKING N
DOUGH, FRESH	101	0011863	101	Y	03/16/2005	30	_____	DOUGH, ROLLING N
DOUGH, MAKING	137	0002120	137	Y	11/18/2004	79	_____	DOUGH, RAKING N
DOUGH, PLAY	230	0413745	230	Y	08/20/2003	59	_____	DOUGH, RAKING N
DOUGH, YEASTY	231	5000035	231	Y	08/20/2003	59	_____	DOUGH, ROLLING N

Each of the reports produced will give a blank space to allow the nurses to enter notes regarding the patient's condition.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Current Patient Publish Listing

Select this option and the following will display:

ppbx	8.1	StarSystem Census Summary Report	04/29/2005
Do you want to run this report? <input type="checkbox"/> Y/N <p style="text-align: center;"><F3>Cancel <F4>Quit</p>			

Answer 'Y' to print this report or 'N' to exit the program. If 'Y' is entered, the report will process and print. A sample of this report is shown below:

Date: 04/29/2005	StarSystem	Page: 1
Time: 10:08	Patient Listing	Prog: ppbx
User: css		Ver: 8.1
PATIENT NAME	BED #	EXT NS VISITORS
DOUGH, ALOTTA	212	212 01 Y
DOUGH, BREAD	308	308 02 Y
DOUGH, COOKIE	233	233 01 Y
DOUGH, DODEE	133	133 03 Y
DOUGH, FRESH	101	101 01 Y
DOUGH, MAKING	137	137 02 Y
DOUGH, YEASTY	231	231 01 Y
TOTAL PATIENTS	7	

Many facilities run this report for their switchboard operator for ease in locating and transferring patient calls to the appropriate place.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Print Theological Report

This program will allow the user to print a listing of patients based on their religious preference.

Select this option and the following will display:

ptr	8.1	StarSystem Theological Report	04/22/2005
Print Religion Code: [_] Blank for all			
<F3>Cancel <F4>Quit <F7>ReviewOn			

Select the religion code to be printed or leave blank for all religions. Press F7 while in this field to display a listing of valid religion codes setup on the system and select the code desired. After the religion code has been entered, a final prompt will appear:

Is Information Correct? Y/N. If the code selection is correct, enter 'Y'. The report will process and print. If the code selection is incorrect, enter 'N' and re-enter the correct code.

A sample of this report is shown below:

Date: 04/29/2005	StarSystem	Page: 1															
Time: 10:18	Theological Report	Prog: ptr															
User: css	Religion: NONE	Ver: 8.1															
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PATIENT NAME</th> <th style="text-align: left;">BED #</th> <th style="text-align: left;">EXT</th> <th style="text-align: left;">NS</th> <th style="text-align: left;">VISITORS</th> </tr> </thead> <tbody> <tr> <td>DOUGH, ALOTTA</td> <td>212</td> <td>212</td> <td>01</td> <td>Y</td> </tr> <tr> <td>DOUGH, MAKING</td> <td>137</td> <td>137</td> <td>02</td> <td>Y</td> </tr> </tbody> </table>			PATIENT NAME	BED #	EXT	NS	VISITORS	DOUGH, ALOTTA	212	212	01	Y	DOUGH, MAKING	137	137	02	Y
PATIENT NAME	BED #	EXT	NS	VISITORS													
DOUGH, ALOTTA	212	212	01	Y													
DOUGH, MAKING	137	137	02	Y													

Date: 04/29/2005	StarSystem	Page: 2															
Time: 10:18	Theological Report	Prog: ptr															
User: css	Religion: CHRISTIAN	Ver: 8.1															
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PATIENT NAME</th> <th style="text-align: left;">BED #</th> <th style="text-align: left;">EXT</th> <th style="text-align: left;">NS</th> <th style="text-align: left;">VISITORS</th> </tr> </thead> <tbody> <tr> <td>DOUGH, BREAD</td> <td>308</td> <td>308</td> <td>02</td> <td>Y</td> </tr> <tr> <td>DOUGH, COOKIE</td> <td>233</td> <td>233</td> <td>01</td> <td>Y</td> </tr> </tbody> </table>			PATIENT NAME	BED #	EXT	NS	VISITORS	DOUGH, BREAD	308	308	02	Y	DOUGH, COOKIE	233	233	01	Y
PATIENT NAME	BED #	EXT	NS	VISITORS													
DOUGH, BREAD	308	308	02	Y													
DOUGH, COOKIE	233	233	01	Y													

Each religion code defined within the system will print on a separate page.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Print Nurse's Work/Report Sheet

Select this option and the following will display:

nrsrpt	8.1	StarSystem	04/29/2005
Nurse's Work Report Sheet			
Do you want to run this report? <input type="checkbox"/> Y/N <F3>Cancel <F4>Quit			

Answer 'Y' to print this report or 'N' to exit the program. If 'Y' is entered, the report will process and print. A sample of this report is shown below:

Date: 04/29/2005	StarSystem	NURSE: _____	Page: 1					
Time: 10:35	Nurse's Work Report Sheet		Prog: nrsrpt					
User: css	Team Leader or Charge or Other	DATE: _____	Ver: 8.1					
NS/ROOM	NAME	IV	SUPP.	ACCU CK	SIGNIFICANT	I & O	PRN'S	OTHER PERTINENT
			AMOUNT	& TIME	LAB VALUES	FOLEY		INFORMATION
02101	DOUGH, FRESH							
	Pat#: 0011863	COMMENTS:						
	Diagnosis:							
	Doctor: DOUGH, ROLLING N							
02103	DOUGH, COOKIE							
	Pat#: 5000117	COMMENTS:						
	Diagnosis:							
	Doctor: DOUGH, RAKING N							
02111	DOUGH, BREAD							
	Pat#: 1234568	COMMENTS:						
	Diagnosis:							
	Doctor:DOUGH, RAKING N							

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

The nurse's worksheet as shown above allows the nurses to record IV solutions, any IV or dietary supplements, accu-check times and values, any significant lab values, foley catheter input/output, any PRN medications given, other needed information and any comments needed to be recorded during their shift for a particular patient.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Patient Re-Admits

Select this option to display the following menu:

STARLAB	StarSystem	HIMSMENU	04/22/2005
Accounts Receivable Patient Census Reports Review Patient Re-Admits			
1. Admissions within 72 Hrs of OP Visit 2. Admissions within 3 Days prior to IP Stay 3. Multiple OP Admissions on Same Day			
Arrows<Up><Dn> <F4>PrevMenu <ENTER>Select <F10>Quit			

Our admissions programs will alert admissions personnel to any patients that have been admitted previously within the last 72 hours, and in addition to that alert, CSS provides reports that will allow business office personnel to identify accounts that require combining based on Medicare's 72 hour rule, or patients who have been admitted more than once per day. The reports on this menu are a valuable tool for proper patient insurance billing and for accurate medical record statistics.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Admissions within 72 Hrs of OP Visit

Select this option and the following will display:

```

padm72      8.1      StarSystem      04/22/2005
              Admissions within 72 Hours of OP Visit
-----
Beginning Date: [ _____ ]
Ending   Date: [ _____ ]

Enter Selection:
  1. Medicare
  2. Medicaid

              <F3>Cancel  <F4>Quit
  
```

Beginning Date – Enter the beginning date for which this report is to print (In MMDDYY format) and ENTER.

Ending Date – Enter the ending date for which this report is to print (In MMDDYY format) and ENTER.

If the report is needed for Medicare patients, select option 1, for Medicaid patients, select option 2.

When all selections have been entered, a final prompt will appear:

'Is Information Correct Y/N' If the date range and pay type are correct, input 'Y' and ENTER. If the date range or pay type is incorrect, input 'N' and re-enter the information.

The report will process and print. A sample of this report is shown below:

```

Date: 04/29/2005      StarSystem      Page: 1
Time: 11:41      Admissions within 72 Hours of OP Visit      Prog: padm72
User: css      04/01/05 TO 04/30/05      Ver: 8.1
              Medicare
-----
Pat Num  Patient Name      -----OP Visit-----      ---IP Admission---
A/P Dis Date Hr  FC      A/P Adm Date  Hr FC
-----
5000080  DOUGH, LOTTIS A      A  04/13/05  11 10      A  04/15/05  13 12
5000134  DOUGH, COOKIE      A  04/20/05  09 10      A  04/21/05  08 12
0032574  DOUGH, FRESH      A  04/21/05  15 10      A  04/21/05  17 12
  
```

This report will print the patient's number and name, whether the patient account is 'P' (purged) or 'A' (active), the outpatient discharge date, hour and financial class, and the inpatient admission date, hour and financial class.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Admissions within 3 Days prior to IP Stay

Select this option and the following will display:

```

multadms      8.1          StarSystem          04/22/2005
                Mult. Adm. within 3 Days of IP Adm.
-----
Beginning Date: [_____]
Ending   Date: [_____]

Enter Selection:
  1. Medicare
  2. Medicaid

                <F3>Cancel  <F4>Quit

```

Beginning Date – Enter the beginning date for which this report is to print (In MMDDYY format) and ENTER.

Ending Date – Enter the ending date for which this report is to print (In MMDDYY format) and ENTER.

If the report is needed for Medicare patients, select option 1, for Medicaid patients, select option 2.

When all selections have been entered, a final prompt will appear:

'Is Information Correct Y/N' If the date range and pay type are correct, input 'Y' and ENTER. If the date range or pay type is incorrect, input 'N' and re-enter the information.

The report will process and print. A sample of this report is shown below:

```

Date: 04/29/2005          StarSystem          Page: 1
Time: 13:01      Mult. Adm. within 3 Days of IP Adm.  Prog: multadms
User:  css          04/01/05 TO 04/30/05          Ver: 8.1
                Medicare
-----
Pat Num Patient Name          A/P/C Adm Date Hr  Dis Date Hr  FC
-----
5000080 DOUGH, COOKIE          A   04/13/05 13    04/13/05 14  12
                A   04/12/05 12    04/13/05 11  10

```

This report will print the patient number, name, whether the account is 'A' (active), 'P' (purged) or 'C' (current patient-inhouse), the admission date and hour, discharge date and hour and the financial class of the patient stay.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Multiple OP Admissions on Same Day

Select this option and the following will display:

```

multopad      8.1          StarSystem          04/22/2005
                Multiple OP Admissions on Same Day
-----
Beginning Date: [_____]
Ending   Date: [_____]

Enter Selection:
  1. Medicare Primary
  2. Medicaid Primary
  3. Commercial Insurance Primary

                <F3>Cancel  <F4>Quit
  
```

Beginning Date – Enter the beginning date for which this report is to print (In MMDDYY format) and ENTER.

Ending Date – Enter the ending date for which this report is to print (In MMDDYY format) and ENTER.

If the report is needed for Medicare Primary patients, select option 1, for Medicaid Primary patients, select option 2, for Commercial Insurance Primary patients, select option 3. When all selections have been entered, a final prompt will appear:

'Is Information Correct 'Y/N'. If the date range and pay type are correct, input 'Y' and ENTER. If the date range or pay type is incorrect, input 'N' and re-enter the information.

The report will process and print. A sample of this report is shown below:

```

Date: 04/29/2005          StarSystem          Page: 1
Time: 13:17             Multiple OP Admissions on Same Day   Prog: multopad
User:  css              01/01/04 TO 03/31/04       Ver: 8.1
                Medicare Primary
-----
Pat Num Patient Name          A/P/C Adm Date Hr  Dis Date Hr FC Pri Ins
-----
10000  DOUGH, COOKIE          A    04/23/05 14   04/23/05 14 10  01
                A    04/23/05 19   04/23/05 20 02  01
  
```

The report will list patient number, name, whether the patient is 'A' (active), 'P' (purged), or 'C' (currently in-house), the admission and discharge date and hour, financial class and primary insurance code of each patient stay for that day.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Show Admissions, Discharges & Transfers

Select this option and the following will display:

```
Select Census Display: _  
  
          D A I L Y   C E N S U S   D I S P L A Y  
          - 04/22/05 -  
  
          1. - Daily Patient Admissions  
          2. - Daily Patient Dismissals  
          3. - Current Patient Census  
          4. - Pre-Admissions  
          5. - Patient Care Transfer  
  
'F4' to Exit Program!                               Version 8.1
```

The following is an explanation of each of the above options:

Daily Patient Admissions

Select this option and the following will display:

```
Enter 'RETURN' to End      _____  
                               *DAILY ADMISSIONS*  
Patient-Name      Patient#   Bed#   Adm-Date  Birth-dt  Age  Service  
DOUGH, ALOTTA      5000015   212   04/29/05  03/29/72  33  MEDICAL  
DOUGH, BREAD       1278999   308   04/29/05  04/23/65  40  MEDICAL  
DOUGH, DODEE       5000137   133   04/29/05  08/27/66  38  MEDICAL
```

This option will display patient name, number, bed number, admission date, birth-date, age and admission service of patients admitted on the current system date.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Daily Patient Dismissals

Select this option and the following prompt will display:

```

                                *DAILY DISMISSALS*
Patient-Name      Patient#   Bed#   Adm-Date   Dis-Date   Days Service
                                _____
                                Enter Discharge Date: 42905_

```

Enter the date for which discharges are to be displayed and press ENTER. The current system date will automatically display in this field, to view prior dates, input the date in MMDDYY format. The following will display:

```

Enter 'RETURN' to End      _____
                                *DAILY DISMISSALS*
Patient-Name      Patient#   Bed#   Adm-Date   Dis-Date   Days Service
DOUGH, ALOTTA      5000013   OUT    04/25/05   04/25/05    0  MEDICAL
DOUGH, COOKIE      5000118   103    04/19/05   04/25/05    7  MEDICAL
DOUGH, MAKING      5000117   107    04/16/05   04/25/05    9  SWINGBED
DOUGH, NEEDING     5000467   OUT    04/24/05   04/25/05    1  OBSERVA
DOUGH, YEAST       5000992   OUT    04/25/05   04/25/05    0  SURGICAL
                                _____
                                Enter Discharge Date: 04/25/05

```

This option will display patient name, number, bed number (if the patient was an inpatient or LTC patient), admission date, discharge date, total days of service and admission service of patients discharged on the specified date.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Current Patient Census

Select this option and the following prompt will display:

```
Enter Selection: _  
  
      D A I L Y   C E N S U S   D I S P L A Y  
      - 04/29/05 -  
  
      1. - IP  
      2. - OP  
      3. - LTC
```

Select the patient type to be viewed, 1 for inpatient, 2 for outpatients or 3 for Long-term care and press ENTER. The following screen will display:

```
Enter 'RETURN' to Scroll _____  
                        *CURRENT PATIENTS*  
Patient-Name      Patient#   Bed#   Adm-Date   Birth-dt   Age   Service  
DOUGH, ALOTTA      5000015   308   04/29/05   03/29/72   33   MEDICAL  
DOUGH, BREAD       0005236   308   09/15/02   04/08/32   73   SURGICAL  
DOUGH, COOKIE      0033769   233   08/23/02   08/15/19   85   MEDICAL  
DOUGH, DODEE O     5000068   111   11/08/03   06/15/55   49   MEDICAL  
DOUGH, FRESH       0030869   133   09/17/03   12/02/83   21   MEDICAL  
DOUGH, GIMMEE      0011863   101   03/16/05   03/27/75   30   MEDICAL  
DOUGH, KNEADING    0002120   137   11/18/04   11/09/25   79   MEDICAL  
DOUGH, LOTS        0413745   230   08/20/03   02/27/46   59   MEDICAL  
DOUGH, MAKING      5000035   231   08/20/03   02/27/46   59   MEDICAL  
DOUGH, PILLSBURY   1234568   111   01/26/05   08/27/66   38   MEDICAL  
DOUGH, YEASTY      5000089   124   05/07/04   03/15/52   53   MEDICAL
```

This option will display patient name, number, bed number, admission date, birth-date, age and admission service of patients currently 'in-house'.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Pre-Admissions

Select this option and the following will display with no additional prompts:

```
Enter 'RETURN' to End      _____  
  
                          *PRE-ADMISSIONS*  
  
Patient-Name      Patient#      Bed#      Adm-Date      Birth-dt      Age      Service  
DOUGH, NEED MO      5000013      _____      04/08/05      08/27/66      38      SURGICAL
```

This option will display the name, number, bed number, admission date, age and admission service of all patients in a pre-admission status.

****Note****

To remove patients from a pre-admission status, go into the Inpatient admission program and select the pre-admitted patient number. Go through each screen of admissions as if the patient is being admitted. When reaching the final admission screen a message will display alerting admissions personnel that the patient is currently pre-admitted. The user will then need to select the option to update the admission record. If the patient was never admitted, this record can be deleted. If the patient was admitted, input the desired admission information into this screen, change the 'pre-admit' flag from 'Y' to 'N' and continue with the admission.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Patient Care Transfer

Select this option and the following will display:

```
Select Type of Transfer - _                               or 'E' to END
                                     PATIENT CARE TRANSFER
                                     - 04/22/05 -
                                     1. Room/Bed Transfer
                                     2. Service Transfer
                                     3. Physician Transfer
```

1. Room/Bed Transfer – Select this option to view a listing of patients who have moved from one room/bed to another on the current system date.
2. Service Transfer – Select this option to view a listing of patients who have moved from one admission service to another on the current system date.
3. Physician Transfer – Select this option to view a listing of patients who have moved from the care of one physician to the care of another physician on the current system date.

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Print OP Admissions by Primary Insurance

Select this option and the following will display:

```

mmh001      8.1      StarSystem      06/13/2005
              OP Admissions by Primary Insurance
-----
Enter Beginning Admission Date: [      ] MMDDYY
Enter Ending Admission Date:   [      ] MMDDYY
Enter Admission Service Code:  [ ] (Blank for All)
Headings First Page only?     [ ] Y or N

                                          <F7>ReviewOn
                                <F3>Cancel <F4>Quit
  
```

Enter Beginning Admission Date – Enter the beginning date for this report, in MMDDYY format.

Enter Ending Admission Date – Enter the ending date for this report, in MMDDYY format.

Enter Admission Service Code – Enter the admission service code, if known or press F7 for a listing of user-defined codes currently available for selection.

Headings First Page only? – To print headings on first page only, answer ‘Y’. To print headings on all pages of the report, answer ‘N’.

When all selections have been made, the report will process and print. The following is a sample of how this report will appear:

```

Date: 06/13/2005      StarSystem      Page: 1
Time: 15:02           Admissions by Primary Insurance  Prog: mmh001
User:  css            Admission Service Code: All  Ver: 8.1
                    01/01/04 TO 01/31/04
-----
Ins.      Insurance      #      %      Charges      %
Code      Name              Admits Total          Total
-----
01      MEDICARE              8      57.14      7,668.15     95.16
03      BLUE CROSS            2      14.28           .00          .00
10      AMERICAN VETERANS     1       7.14      389.75       4.83
15      UNKNOWN               1       7.14           .00          .00
31      VETERANS ADMIN OP CL  1       7.14           .00          .00
50      ACADEMY LIFE INS CO   1       7.14           .00          .00
-----
                    14      8,057.90
  
```

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Print LTC Admissions by Primary Insurance

Select this option and the following will display:

```

mmh002      8.1      StarSystem      06/13/2005
              LTC Admissions by Primary Insurance
-----
Enter Beginning Admission Date: [      ] MMDDYY
Enter Ending Admission Date:   [      ] MMDDYY
Enter Admission Service Code:  [ ] (Blank for All)
Headings First Page only?     [ ] Y or N

                                          <F7>ReviewOn
                                <F3>Cancel <F4>Quit
  
```

Enter Beginning Admission Date – Enter the beginning date for this report, in MMDDYY format.

Enter Ending Admission Date – Enter the ending date for this report, in MMDDYY format.

Enter Admission Service Code – Enter the admission service code, if known or press F7 for a listing of user-defined codes currently available for selection.

Headings First Page only? – To print headings on first page only, answer ‘Y’. To print headings on all pages of the report, answer ‘N’.

When all selections have been made, the report will process and print. The following is a sample of how this report will appear:

```

Date: 06/13/2005      StarSystem      Page:      1
Time: 15:14      LTC Admissions by Primary Insurance      Prog:      mmh002
User:  css      Admission Service Code: All      Ver:      8.1
              01/01/05 TO 01/31/05
-----
Ins.      Insurance      #      %
Code      Name      Admits      Total      Charges      %
-----
01  MEDICARE      1      50.00      1,007.25      31.00
02  MEDICAID      1      50.00      2,250.75      69.00
              =====
              1      1,007.25
  
```

**CUSTOM SOFTWARE SYSTEMS, INC.
HOSPITAL INFORMATION MANAGEMENT SYSTEM
ACCOUNTS RECEIVABLE DOCUMENTATION
Patient Census Reports**

Print IP Admissions by Primary Insurance

Select this option and the following will display:

```
mmh003      8.1      StarSystem      05/17/2005
              IP Admissions by Primary Insurance
-----
Enter Beginning Admission Date: [      ] MMDDYY
Enter Ending Admission Date:   [      ] MMDDYY
Enter Admission Service Code:  [ ] (Blank for All)
Headings First Page only?     [ ] Y or N

                                     <F7>ReviewOn
                                <F3>Cancel <F4>Quit
```

Enter Beginning Admission Date – Enter the beginning date for this report, in MMDDYY format.

Enter Ending Admission Date – Enter the ending date for this report, in MMDDYY format.

Enter Admission Service Code – Enter the admission service code, if known or press F7 for a listing of user-defined codes currently available for selection.

Headings First Page only? – To print headings on first page only, answer ‘Y’. To print headings on all pages of the report, answer ‘N’.

When all selections have been made, the report will process and print. The following is a sample of how this report will appear:

```
Date: 06/13/2005      StarSystem      Page: 1
Time: 15:31          IP Admissions by Primary Insurance      Prog: mmh003
User: css            Admission Service Code: All          Ver: 8.1
                   01/01/04 TO 01/31/04
```

Ins. Code	Insurance Name	# Admits	% Total	Charges	% Total	Length of Stay	% Total
00	SELF PAY	1	14.29	1,042.00	8.73	4	21.05
01	MEDICARE	2	28.57	4,365.40	36.60	5	26.32
50	ACADEMY LIFE INS CO	1	14.29	2,626.50	22.02	3	15.79
72	AETNA	3	42.85	3,895.00	32.65	7	36.84
		=====		=====		=====	
		7		11,928.90		19	