

## Order Entry

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## ADMIT PATIENT

Go into ADMISSIONS process to admit patient.

Either pull up the patient by:

- Entering part of their name - DOE, JO
- Patient Number (if known)

```
Enter Patient # or Name: DOESR, JO_____ <F4>Quit
                        'RECD#' or 'OUTP#' or 'LTAM#'
                        * ADMISSIONS PROCEDURE *
```

A list of names will display to choose from. Verify patients' address, birth date and social security number to make sure the correct patient is chosen to register. Enter the Record # of the correct patient and enter.

```
Enter Patient # desired: 5012724 or ENTER to re-enter name

Record# Patient Name   Soc Sec No. Patient Address      Birth Date
9000866  DOEJR, JOHN   463-46-4646 1411 HILLCREST    01/01/1980
5012724 DOESR, JOHN   555-11-1111 231 HOBBY LANE   05/10/1931
```

Once done, the first page of the admissions process will display. If any information needs to be changed enter the field # needing to be changed and enter. The cursor will drop down to the field # entered for the information to be changed.

Once complete, enter through the rest of the fields until the cursor is back to the command line at the top left of the screen.

See next page for an example of the screen.

Enter COMMAND or FIELD #: ____		<F2>Write	<F3>Cancel
* ADMISSIONS PROCEDURE *			
Patient #	1: 5012724	Guarantor	Relation-> Patient
Name	2: DOESR, JOHN	5012724	SELF
Address	3: 235 HOBBY LANE		
City	4: HOBBY TOWN	State: TN	Guarantor-Name
Zip-County	5: 11111 Cnty: CRAFT	DOE, JOHN 9786	
Phone No.	6: 111-222-5555	HOSPITAL DUE	
Employer	7: RETIRED	Self Pay:	0.00
Address	8:	3rd Party:	0.00
City	9: St:	Bad Debt:	0.00
Zip	10:	Current ADM Ctr:	001
Phone	11: 000-000-0000	Last Admit Date:	00/00/00
Occupation	12:	Last Dischg Date:	00/00/00
Emp Info.	13: __		
Emp Status	14: 5		
Emp Ident#	15:	** OTHER COMMAND OPTIONS **	
Hos Emp Cd	16: N NON-EMP	'GTR' - Guarantor Record	
Birth Date	17: 05/10/1931	'PAT' - New IN Patient #	
Sex	18: M MALE Race: C CAUCASIAN	'OUT' - New OUT Patient #	
Soc Sec No	19: 555-11-1111	'LAT' - New LTC Patient #	
Marital St	20: 2 MARRIED		
Maid Name	21:		
Comment Cd	22: 00		

There are 5 function keys that may be used in the admissions process.

- <F2> WRITE      Allows the user to write the screen
- <F3> CANCEL     Allows the user to cancel the admission
- <F7> SEARCH     Some of the fields the F7 key may be used to pull up an information box with the different choices that may be used in that field.

The fields on this screen that the F7 can be used are:

**4 – 13 – 14**

- <F8>            Allows the user to back up one line/field at a time.
- <F9>            Allows the user to get the cursor back to the command line. If on field 12 and need to get to command line, can either enter through all fields or hit the F9 key.

Once the cursor is back at the command line hit the **F6** key to go to the last screen of the admissions process.

Enter Command or Field #: ____ <F2>Write <F3>Cancel	
* ADMISSIONS PROCEDURE * * = has <F7> review	
Patient # 1: 5012724	Adm Doc * <b>21</b> : 999 WELBY, MARCUS
Pat. Name 2: DOESR, JOHN	Ref Doc * <b>22</b> : 999 WELBY, MARCUS
Dte Admitted 3: 08/29/02	Atn Doc * <b>23</b> : 999 WELBY, MARCUS
Tim Admitted 4: 16:06	Employ Relat24: N
Adm Initials 5: css	Folder No. 25:
Adm Type * <b>6</b> : 1 EMERGENCY	Pre Admit 26: N Patient Admitted
Adm Class * <b>7</b> : A EMERGENCY	Accident? 27: N
Adm Site * <b>8</b> : 1 EMERGENCY ROOM	Provider No * <b>28</b> : 999 WELBY, MARCUS
Adm Source * <b>9</b> : 7 EMERGENCY ROOM	Pregnant? 29: N
Adm Service* <b>10</b> : C EMERGENCY ROOM	
Visit Code 11: Y APPROVED VISITS	
Facility 12: 0 STARLAB HOSPITAL	
Patient Type 13: O Outpatient	
Primary Ins * <b>14</b> : 01 MEDICARE PART A	
Second Ins * <b>15</b> : 00	
Third Ins * <b>16</b> : 00	
Fourth Ins * <b>17</b> : 00	
Fifth Ins * <b>18</b> : 00	
Sixth Ins * <b>19</b> : 00	
Super Bill 20:	

Fill out the information as shown above. Use the F7 search key to find the correct information on fields 6-10 to make sure they show Emergency.

All fields above that are in bold and have an \* have the F7 search key available to be used. Once the information is complete and the cursor is back at the command line hit the F2 key to WRITE the admission.

If there is any insurance, those screens will also need to be written.

See example on the following page.

Enter Command or Field #: \_\_\_\_ <F2>Write <F3>Cancel

\* ADMISSIONS PROCEDURE \*

Ins Co: 01 MEDICARE PART A

01 MEDICARE PART A

Addr: P.O. BOX 660030

CSZ: DALLAS, TX 75266-0033

Pol Name 1: DOESR, JOHN

Insur Sex 2: M Male

UB Relatn 3: 01 PATIENT INSURED

Rels Info 4: Y Yes

Asgn Code 5: Y Yes

Effect Dt 6: 00/00/00

Policy No 7: 555111111

GroupName 8:

Group No. 9:

Plan Cd 10:

Co-Pay 11:

MdCr Type 12: C

\*\*Make sure that on MEDICARE Insurance field 12 is filled out. You will not be able to continue until it is.

The valid Insurance Types for Medicare are:

A – Hospital

B – Medical

C – Both

Most of the time patients will have both.

WRITE – Hit F2 key on all insurance screens. Once done it will be time to enter orders on the patient.

Choose option 9 to enter orders on patient.

When done entering orders choose option 2 (omit admissions form) to get back to main menu.

## DISCHARGE PATIENT

After patient is gone from the Emergency Room the patient will need to be discharged.

Go into the Discharge process.

At the command line enter **2** for Outpatient.  
(ER patients should always be an outpatient)

Enter Selection: <b>2</b> or <F4>Quit
SELECTION OF PATIENT LISTING
1. IN PATIENT
2. OUT PATIENT
3. LTC or AMBU

Now enter the patient name or number the same way as done on the admissions process.

Enter Patient # or Name: <b>DOESR, JO</b> _____ or <F4> to Quit
'SEL' to Select New Type
* DISMISSAL PROCEDURE *

All patients currently admitted with the name entered will display.

Enter Patient # desired: <b>5012724</b> or [ENTER] to Re-enter Name
'SEL' to Select New Type
<b>Patient#</b> FC Patient Name Phy Sex Bed# Race Adm Date Birth Dt
<b>5012724</b> 10 DOESR, JOHN 999 M C 08/29/02 05/10/31

Enter the patient number of the patient that is needing to be discharged.

The following screen will display. Just ENTER on this screen. Do not do anything to it.

Press <ENTER> key to continue		
* DISMISSAL PROCEDURE *		
Guarantor Num:	5012724	Chrgs This Visit: .00
Guarantor Name:	DOESR, JOHN	Total Amt Due: .00
Guarantor Addr:	235 HOBBY LANE	3rd Party Amt: .00
	HOBBY TOWN TN	Self Pay Amt: .00
		0-30 Days: .00
Patient Number:	5012724	30-60 Days: .00
Patient Name:	DOESR, JOHN	60-90 Days: .00
Patient Addr:	235 HOBBY LANE	OVER 90 Days: .00
	HOBBY TOWN TN	
		Date Admitted: 08/29/02
Payment Type:	THIRD PARTY	
		Date Last Stmt: 00/00/00
Primary Ins Co:	MEDICARE PART A	Date Last Paid: 00/00/00
Policy Holder:	DOESR, JOHN	Amt Last Paid: .00
Amt Deductible:	.00	

Once done the following screen will display.

Enter Command or Field #: ____ <F2>Write Dismissal <F3>Cancel		
* DISMISSAL PROCEDURE * *=<F7> review		
Patient #	1: 5012724	Chrgs This Visit: .00
Pat. Name	2: DOESR, JOHN	Total Amt Due: .00
Dte Admitted	3: 08/29/02	3rd Party Amt: .00
Hr Admitted	4: 16	Self Pay Amt: .00
Dte Dismiss	5: 08/29/02	
Tim Dismiss	<b>6: 16:40:52 P.M.</b>	
Dis DRG No.	7: 000	
Dis Status	*8: 01	WMA-SELF CARE
Adm Site	*9: 1	EMERGENCY ROOM
Adm Source	*10: 7	EMERGENCY ROOM
Adm Service	*11: C	EMERGENCY RO
Stmt Cycle	12: I	INSURANCE
In Out Pat	13: O	OUT PATIENT
Primary Ins	14: 01	MEDICARE PART A
Second Ins	15: 00	
Third Ins	16: 00	
Fourth Ins	17: 00	
Fifth Ins	18: 00	
Sixth Ins	19: 00	

On field 6 make sure the discharge hour is entered correctly. If the patient is not discharge from the system at the time the patient leaves, check the ER record to verify the correct discharge time and enter it in field 6.

F7 works the same here as in the admissions. Use the F7 key on field 8 for Discharge status. The discharge status needs to be correct for Billing and Medical Records. The other fields (9-11) will default to what was entered in admissions. Change them if necessary (if not, enter through the fields).

When all is complete and the cursor is back to the command line hit the F2 key to WRITE the record.

The insurance screen will then display. Hit the F2 key for each insurance screen that displays.

When complete hit the F4 key to go back to main menu.



## CHANGE PATIENT FROM EMERGENCY TO OBERSERVATION

Go back to admissions process and follow the steps from pages 1 and 2.

When the F6 key is entered the following screen will display (instead of the last admissions screen, since the patient is already admitted).

<p style="text-align: center;">* ADMISSIONS PROCEDURE *</p> <p style="text-align: center;">- ADMITTING OPTIONS -</p> <ol style="list-style-type: none"><li>1. - Print Admissions Form</li><li>2. - Omit Admissions Form</li><li>3. - Room / Bed Assignment</li><li>4. - Print Registration Form</li><li>5. - Print Admission Card</li><li>6. - Print Admission Labels</li><li>7. - Print Emergency Room Form</li><li><b>8. - Update Admissions Record</b></li><li>9. - Order Entry</li><li>A. - MSP Questionnaire</li></ol> <p style="text-align: center;">Patient Currently Admitted to Hospital- 08/29/02</p> <p>Enter Selection: <b>8</b></p>
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Choose option 8. Update Admissions Record, enter through to field #10. Adm Service.

See the following page for example.

Hit the F7 key and search for OBSERVATION, highlight and enter on it.

Enter Command or Field #: ____ <F2>Write <F3>Cancel			
* ADMISSIONS PROCEDURE * * = has <F7> review			
Patient #	1: 5012724	Adm Doc	*21: 999 WELBY, MARCUS
Pat. Name	2: DOESR, JOHN	Ref Doc	*22: 999 WELBY, MARCUS
Dte Admitted	3: 08/29/02	Atn Doc	*23: 999 WELBY, MARCUS
Tim Admitted	4: 16:56	Employ Relat	24: N
Adm Initials	5: css	Folder No.	25:
Adm Type	*6: 1 EMERGENCY	Pre Admit	26: N Patient Admitted
Adm Class	*7: A EMERGENCY	Accident?	27: N
Adm Site	*8: 1 EMERGENCY RM	Provider No	*28: 999 WELBY, MARCUS
Adm Source	*9: 7 EMERGENCY ROOM	Pregnant?	29: N
Adm Service	*10: D	<b>OBSERVATION</b>	
Visit Code	11: Y	APPROVED VISITS	
Facility	12: 0	STARLAB HOSPITAL	
Patient Type	13: 0	Outpatient	
Primary Ins	*14: 01	MEDICARE PART A	
Second Ins	*15: 00		
Third Ins	*16: 00		
Fourth Ins	*17: 00		
Fifth Ins	*18: 00		
Sixth Ins	*19: 00		
Super Bill	20:		

Enter through the rest of the fields and hit F2 to WRITE the record. Will also need to hit the F2 to WRITE the insurance records (just like in admissions).

## CHANGE FROM ER PATIENT TO ACUTE CARE INPATIENT

To change a patient from Emergency Room patient to Acute Care Inpatient, hit the space bar. (This brings up a command line)

STARLAB	StarSystem	HIMSMENU	08/30/2002
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Order Entry

Order Issue/Review

1. Enter Orders
2. Release Orders
3. Review Issued Orders

Order Receive/Review

4. Receive Orders
5. Review Order History
6. Review Medical Necessity Log

Management

- A. Reports
- B. OE System Functions
- C. OE System Maintenance

E. Charge Posting/Procedure Menu

**Command: PSR\_\_\_\_\_**  
<Arrows>Up/Dn <F4>PrevMenu <ENTER>Select <F10>Quit

Type the letters PSR (Patient Stay Review) on the command line and enter.

Type the patient name needing to be changed and enter.

Enter Patient Name or #: <b>DOESR, JO_____</b> or 'END' to Exit Program 'XXX' for ACTIVE <-> DISCHARGED 'DDD' for Adm Date Start P A T I E N T S T A Y R E V I E W F4' - to Exit Program 'F7' - for Help Menu Version 4.1
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At the **Enter Request** prompt, type CPT (Change Patient Type) and enter.

<b>Enter Request: CPT</b>	'ENTER' - Next Patient	'NEW' - New Patient	4.5
'CRP'- Chg Resp Party	'CPT'- Chg Patient Type	'DPT'- Charges by Dpt	
'COM'- Comments			
Guarantor Name	Gtr Num	Self Pay	3rd Party
DOESR, JOHN	5012724	.00	.00
235 HOBBY LANE	Guartr Phone	Lst Paid	Amt Paid
HOBBY TOWN	TN 111-222-5555	00/00/00	.00
			00/00/00
Patient Name	Pat Num	ADM Date	Bed#
DOESR, JOHN	5012724	08/29/02	
			Sex
			M
			Dr#
			999
			Acct FC
			HOS
			DRG#
			10
			DRG Reimb
			.00
Tot Chgs:	.00	Paid:	.00
		Adjmts:	.00
			Bal Due:
			.00
Comment: 00			
Description	Dpt	Amount	
08/29/02 INHOUSE- MEDICARE	P	.00	
DETAIL TOTAL		.00	

Then type 2 for IN Patient and enter. As soon as entered the system will prompt for USER ID. Type your USER ID and enter. Then type END to end out of this screen.

Enter New Patient Type: <b>2</b>	'ENTER' to Cancel 'CPT'
0 = OUT Patient	
1 = LTC or AMB	
<b>2 = IN Patient</b>	

**Make sure to let Business Office know the following day if patient was admitted and what bed the patient is in.**