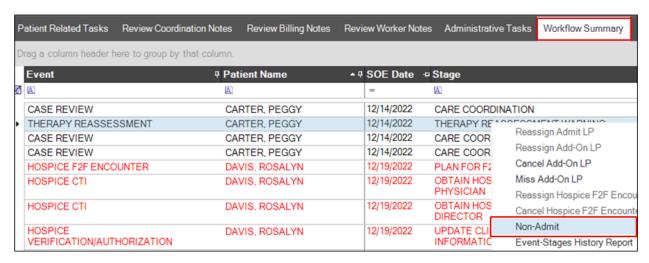
## **Non-Admit**

Non-Admission visits to the agency can be processed in two ways:

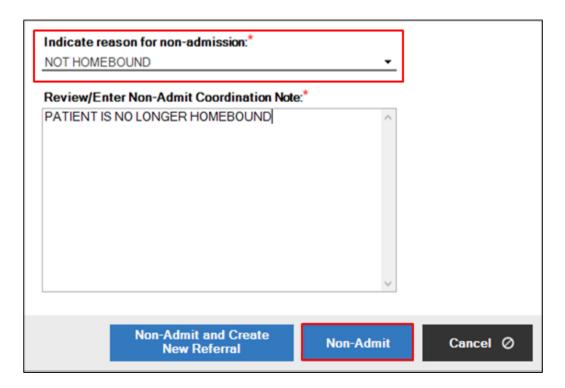
- By the HCHB back office staff prior to the assigned admission for the visit.
- By the field user that processes non-admissions via the PointCare device after the assessment.

Non-Admit - Before Visit Assigned

If the patient is deemed a non-admit before the Start of Care (SOC) visit is assigned, the user can go to the "Workflow Summary" tab, right-click on the patient's name and select the **Non-Admit**.



Select the reason for the non-admission by using the dropdown menu. Type in the free text field for the "Review/Enter the Non-Admit Details Coordination Note" box to corroborate the reason for a non-admit. Click the **Non-Admit** button to save.



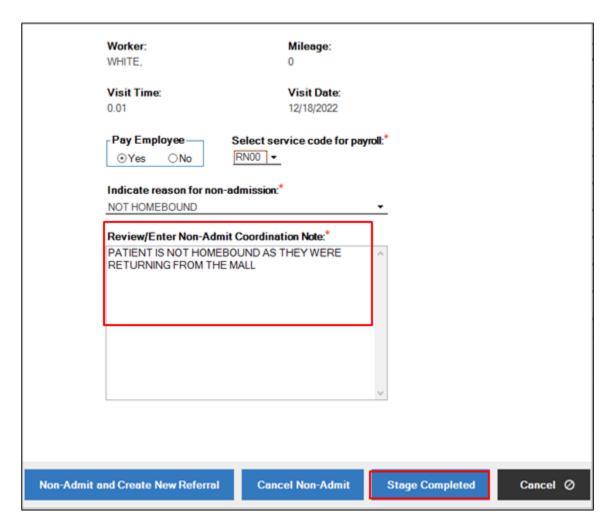
## **Non-Admit - Field**

If the admitting clinician deems the patient to be a non-admission from the field, the status and reason are indicated on the PointCare Manager device to be synchronized to the HCHB back office. The Non-Admit task will appear on the workflow.

Indicate whether to pay the worker for the visit by selecting the appropriate response using the dropdown to select the reason for the non-admission. Type in the free text field in the "Review/Enter the Non-Admit Details Coordination Note" box to corroborate the reason for a non-admission.

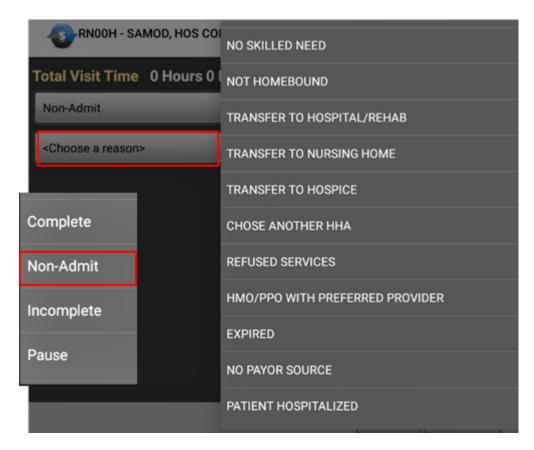
**Note:** If the worker is paid, the patient will be transferred to scheduling for payroll purposes; otherwise the patient will not move over to the scheduling workflow.

Click the **Stage Complete** button to save and finalize.



Non-Admit - PointCare Manager

If a patient is deemed a "Non-Admit" during a visit - when signing out of a SOC or Initiation Visit - the Non-Admit feature is available to use. Tap **Non-Admit** then choose a reason from the dropdown to display the choices available to address the status for the patient visit.



Non-Admit - Scheduled Visits

The "Non-Admit" functionality ensures agencies can non-admit patients who may already have visits scheduled, and or completed. Any scheduled or completed visits will be marked "Non-Billable" once the patient is non-admitted. To update the status of a non-admitted patient that has already been scheduled and/or has completed visits, go to the Workflow Summary tab, and select the patient's name.