

## **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**.

Patient Related Tasks   Review Coordination Notes   Review Billing Notes   Review Worker Notes   Administrative Tasks   Workflow Summary				
Drag a column header here to group by that column.				
Event	⌵ Patient Name	⬆ ⌵ SOE Date	⌵ Stage	
⌵	⌵	=	⌵	
CASE REVIEW	CARTER, PEGGY	12/14/2022	CARE COORDINATION	
▶ THERAPY REASSESSMENT	CARTER, PEGGY	12/14/2022	THERAPY REASSESSMENT	
CASE REVIEW	CARTER, PEGGY	12/14/2022	CARE COOR	Reassign Admit LP
CASE REVIEW	CARTER, PEGGY	12/14/2022	CARE COOR	Reassign Add-On LP
HOSPICE F2F ENCOUNTER	DAVIS, ROSALYN	12/19/2022	PLAN FOR F2	Cancel Add-On LP
HOSPICE CTI	DAVIS, ROSALYN	12/19/2022	OBTAIN HOS PHYSICIAN	Miss Add-On LP
HOSPICE CTI	DAVIS, ROSALYN	12/19/2022	OBTAIN HOS DIRECTOR	Reassign Hospice F2F Encou
HOSPICE VERIFICATION/AUTHORIZATION	DAVIS, ROSALYN	12/19/2022	UPDATE CLI INFORMATI	Cancel Hospice F2F Encount
				Non-Admit
				Event-Stages History Report

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.

Indicate reason for non-admission:\*

NOT HOMEBOUND ▼

Review/Enter Non-Admit Coordination Note:\*

PATIENT IS NO LONGER HOMEBOUND

Non-Admit and Create New Referral    Non-Admit    Cancel

### **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.

<b>Worker:</b> WHITE,	<b>Mileage:</b> 0
<b>Visit Time:</b> 0.01	<b>Visit Date:</b> 12/18/2022
<b>Pay Employee</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Select service code for payroll.*</b> RN00 ▾
<b>Indicate reason for non-admission.*</b> NOT HOMEBOUND ▾	
<b>Review/Enter Non-Admit Coordination Note:*</b> PATIENT IS NOT HOMEBOUND AS THEY WERE RETURNING FROM THE MALL	

Non-Admit and Create New Referral

Cancel Non-Admit

Stage Completed

Cancel ⌵

## 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.

RN00H - SAMOD, HOS COI

Total Visit Time 0 Hours 0

Non-Admit

<Choose a reason>

Complete

Non-Admit

Incomplete

Pause

NO SKILLED NEED

NOT HOMEBOUND

TRANSFER TO HOSPITAL/REHAB

TRANSFER TO NURSING HOME

TRANSFER TO HOSPICE

CHOSE ANOTHER HHA

REFUSED SERVICES

HMO/PPO WITH PREFERRED PROVIDER

EXPIRED

NO PAYOR SOURCE

PATIENT HOSPITALIZED

### 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.