

Ohio Living MatrixCare System
Admitting/Discharging Residents and Swapping/Moving Beds

1.	Adding New Residents	2
2.	Unit Access	2
3.	Resident Search.....	3
4.	Completing the Resident Information.....	4
5.	Duplicate Residents	5
6.	Completing the Face Sheet	6
7.	Adding Census.....	8
8.	What to Know about Medicaid Admissions	12
9.	What to Know about Medicare Admissions	13
10.	What to Know about Insurance Admissions	13
11.	Discharging Residents	14
12.	Swapping Beds	16
13.	Moving Beds.....	18
14.	Discharge Reasons Table	21

Ohio Living MatrixCare System Admitting/Discharging Residents and Swapping/Moving Beds

You cannot enter Orders into MatrixCareCare for a Resident unless they are admitted into a bed. This document explains the process for adding a resident to the system, if they are not already in it and then admitting the resident.

ADDING NEW RESIDENTS

Adding a new resident is the first step in the admission process in MatrixCare. When you add a resident, the resident record is saved in the MatrixCare database. However, at this point, the resident is NOT active nor is the resident included in census or occupancy calculations. To complete the admission process, you must enter an Admission census record with the date and time of admission, the primary payer, and unit/room/bed information. In many cases, the resident will have been added by marketing prior to the admission and you will only have to review/confirm information on the top of the Face Sheet and then complete the bottom of the Face Sheet (providers, contacts and allergies).

UNIT ACCESS

The system permits assigning a specific unit or units for viewing and access. This is done for clinicians to focus on the residents they are working with and their associated messages. You **must be sure** that you are accessing all units before you search for a resident to do an admission. If the resident was previously admitted to a different unit than you are assigned to, they will not appear in your search.

When you first logon to MatrixCare, you have the option of selecting all units:

1. After you logon, the system will display the unit that you are assigned to. At that time, you can click on [Check all](#) to select all units. Click on Save.

The screenshot shows the 'Select Unit' interface in MatrixCare. At the top, there are navigation tabs: Corporate, Messages, Resident, Reports, Facility, RAI, and Provider. Below the tabs is a blue header bar labeled 'Select Unit'. To the right of the header bar are links for 'Check all' and 'Clear all'. Below the header bar is a list of units with checkboxes:

Unit(s):	Selection
<input type="checkbox"/> Nursing Special Care	
<input checked="" type="checkbox"/> Rehabilitation Unit	
<input type="checkbox"/> Skilled Nursing East	
<input type="checkbox"/> Skilled Nursing North	
<input type="checkbox"/> Skilled Nursing West	

At the bottom right of the interface is a blue 'Save' button.

If you are working in MatrixCare and you need to admit a resident, you must be sure that you are accessing all nursing units:

2. Go to the Facility Tab and click on Select Unit.
3. At that time, you can click on [Check all](#) to select all units. Click on Save.

The screenshot shows the 'Select Unit' interface in MatrixCare. At the top, there are navigation tabs: Corporate, Messages, Resident, Reports, Facility, RAI, and Provider. Below the tabs is a blue header bar labeled 'Select Unit'. To the right of the header bar are links for 'Check all' and 'Clear all'. Below the header bar is a list of units with checkboxes:

Unit(s):	Selection
<input checked="" type="checkbox"/> Nursing Special Care	
<input type="checkbox"/> Rehabilitation Unit	
<input type="checkbox"/> Skilled Nursing East	
<input checked="" type="checkbox"/> Skilled Nursing North	
<input checked="" type="checkbox"/> Skilled Nursing West	

At the bottom right of the interface is a blue 'Save' button.

Ohio Living MatrixCare System

Admitting/Discharging Residents and Swapping/Moving Beds

RESIDENT SEARCH

1. From the **Resident** tab select **Search Resident**.
2. Enter the first few letters of the last name of the resident.
3. Check all boxes in the Status field.
4. Click on **Search**.

Search Residents

Please enter search criteria and select search.

Last Name:	<input type="text" value="Pan"/>	First Name:	<input type="text"/>
MR#:	<input type="text"/>		
Unit:	-- Select One --	Attending:	Select One
Associated Payer Type:	-- Select One --	Associated Payer Name:	-- Select One --
Status:	<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Inactive <input checked="" type="checkbox"/> Outpatient <input checked="" type="checkbox"/> Outpatient Discharged Check All Clear All		

Search

Search Results - 1 Residents

Name	MR# - Visit#	Unit	Room	Primary Payer	Status
Panda, Brenda Sue	1501634-01	Skilled Nursing East	Not Assigned	Medicare A - Training Sys	Discharged

5. If you find the resident, click on their name (if you receive a Duplicate Resident message, refer to the Duplicate Residents section on page five). Review/Confirm the information on the Face Sheet. If changes are needed, click on the Update button and make necessary changes and click on Save at the bottom of the page. Then proceed to Completing the Face Sheet section on page six.

Hospice			*Medication Restrictions		
Other			*Other Treatment Restrictions		

*Items pull to MDS question A10

Alerts

Alerts: None Specified

Update

Providers ? **Add Provider**

Type	Provider	Phone

6. If the resident is not listed in the Results, click on the **Add Resident** link.

Ohio Living MatrixCare System

Admitting/Discharging Residents and Swapping/Moving Beds

Corporate	Messages	Resident	Facility	RAI	Provider
Search Residents					
Please enter search criteria and select search.					
Last Name:	<input type="text" value="Shaw"/>	First Name:	<input type="text"/>		
MR#:	<input type="text"/>				
Unit:	<input type="text" value="-- Select One --"/>	Attending:	<input type="text" value="-- Select One --"/>		
Filter search to:	<input checked="" type="checkbox"/> Show only Outpatient Residents <input type="checkbox"/> Include Inactive Residents				
Search					
Search Results - 0 Residents					
					Add resident
Name	MR# - Visit#	Unit	Room	Physician	Status
There were no residents that match your search criteria. Please try again.					

COMPLETING THE RESIDENT INFORMATION

- Fill in the fields completely. The **bolded** fields are required. Enter the demographics and history information. If you have the previous address information, be sure to put the phone number in the second line of the Previous Address field. In the payer section, enter the SSN and/or Medicare/Medicaid numbers. Do not enter dashes in the SSN or in the Medicare/Medicaid numbers. The primary payer is not entered here; it is selected when you enter the first census record for the resident. The medical record number will be automatically assigned by MatrixCare. In the Advanced Directives section select the corresponding check boxes to indicate the resident's advanced directives. Every resident must have either Full Code or the appropriate DNR status selected.

Corporate	Messages	Resident	Facility	RAI	Provider
Add Resident					
Demographics					
Nursing Facility:	<input type="text" value="Westminster-Thurber Nursing"/>				
Resident Name:	First: <input type="text"/>	Middle: <input type="text"/>	Last: <input type="text"/>		
Preferred Name:	<input type="text"/>				
Sex:	<input type="text" value="-- Select One --"/>				
D.O.B.:	<input type="text"/>				
Language:	<input type="text"/>			Race:	<input type="text" value="-- Select One --"/>
Responsible for Self:	<input type="checkbox"/>			Religion:	<input type="text" value="-- Select One --"/>
Marital Status:	<input type="text" value="-- Select One --"/>				
History					
Previous Address:	<input type="text"/>		Previous Occupation:	<input type="text"/>	
	<input type="text"/>		Mother's Maiden Name:	<input type="text"/>	
City:	<input type="text"/>		Military Service:	<input type="text"/>	
State:	<input type="text" value="OH"/>				
Zip:	<input type="text"/>				
County:	<input type="text"/>				

Ohio Living MatrixCare System Admitting/Discharging Residents and Swapping/Moving Beds

2. Once all information has been added, click on **Save** at the bottom of the screen.

Payer Information ?			
Primary Payer:		SSN:	121-12-1112
Medical Record #:	Auto incremented record number to be created by system on save	Medicare #:	121121112A
		Medicaid #:	

Advanced Directives			
Living will:	<input checked="" type="checkbox"/>	Do not resuscitate:	<input type="checkbox"/>
Do not hospitalize:	<input type="checkbox"/>	Organ donation:	<input type="checkbox"/>
Autopsy request:	<input type="checkbox"/>	Feeding restrictions:	<input type="checkbox"/>
Medication restrictions:	<input type="checkbox"/>	Other treatment restrictions:	<input type="checkbox"/>

Alerts	
Alerts:	<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>

Cancel Save

3. You will receive a message that says the Face sheet was added successfully. However, no census (admission) has been added yet.

View Resident			
Fudd, Elmer			
Face sheet was added successfully			
Physician:		Photo:	Upload photo
Room/Bed:		Resident Photo Not	

DUPLICATE RESIDENTS

We are not able to combine resident records in MatrixCare. When adding a resident into the system, if you receive the following message please *carefully* consider what to do.

The message is alerting you that you are attempting to add someone who is already in the system with the same name and/or birth date or SSN. You have three options:

- 1) Modify will allow you to change the information you are adding
- 2) Cancel will stop the process altogether
- 3) Save will allow you to continue entering (possibly adding a duplicate resident). The **ONLY** time you should click on Save at this point is if you are absolutely certain that the person you are adding is correct (the name, SSN and/or birth date are the same as another resident in the system).

If you don't do any of the above and instead click on the [Census](#) link under the Current Resident you will be able to access the resident's record that has the same information. This will take you to the census information for the resident already in the system; you can then view their Face Sheet to verify if it is the correct resident. The Face Sheet you started will not be saved and you will not create a duplicate Medical Record.

Ohio Living MatrixCare System

Admitting/Discharging Residents and Swapping/Moving Beds

Add Resident

Matrix has identified a possible duplicate resident record to the one you are currently adding. A resident(s) with a name similar to 'Berry, Cran' and with a date of birth of '06/13/1960' already exists in the system (see below for existing resident information). Please choose one of the following options in order to continue.
 Note: If the resident is found in the current facility then the Census link will take you to the existing resident's census and will cancel the face sheet you have started.

Click **Modify** to edit the new resident being entered. [Modify](#)

Click **Cancel** to stop the entry of the new resident. [Cancel](#)

Click **Save** to add the new resident as entered. [Save](#)

Current Residents

Facility	Last Name	First Name	Middle Name	Date Of Birth	SSN	Status	Census
OPRS Training Facility	Berry	Cran		06/13/1960	456-34-5634	Discharged	Census



COMPLETING THE FACE SHEET

1. Scroll down the page to enter the provider information. The attending physician must be added as a provider prior to entering the census record for the resident. Click on **Add Provider**.

Providers ?
[Add Provider](#)

Type	Provider	Phone
No providers assigned yet.		

Contacts ?
[Add Contact](#)

Relationship	Name	Responsibilities	Call Order	Phone	Notes
None Listed					

Allergies
[Add Allergy](#)

Category	Allergy	Start Date
No recorded allergies		

[View allergies history](#)

Current Diagnosis
[Add Diagnosis](#)

ICD-9	Description	Prelim?	Date Diagnosed
None Listed			

[View diagnosis history](#) | [AR claims sequencing](#) | [Clinical sequencing](#)

2. Select the type of provider (providers are physicians, pharmacy, lab, radiology, hospice, etc. but in this example select physician) from the drop-down list and click on **Search**.

7/11/14

Page 6 of 21

Ohio Living MatrixCare System Admitting/Discharging Residents and Swapping/Moving Beds

Messages Resident Facility RAI

Search Facility Provider

+ Fudd, Elmer

Provider Role: -- Select One --

- Internist
- Lab
- Laundry Service
- NP/PA
- Ophthalmologist
- Optometrist
- Oxygen Service
- Pharmacy
- Physician**
- Podiatrist
- Psychiatrist

Search

Cancel

Achieve

- Select the appropriate physician. Then select the appropriate Responsibility (attending) for the physician. Click on **Save**. Note: the medical director must be added to every Face Sheet (Responsibility to be Alternate) unless he/she is the attending.

Messages Resident Facility RAI

Search Facility Provider

+ Fudd, Elmer

Provider Role: Physician

Physician Search Results

Physician: -- Select One --

Responsibility: -- Select One --

- Dr. Harvey Benson
- Dr. Mathew Blair Sr
- Dr. Christopher Flint
- Dr. Robert K James
- Billy JoeBob
- Dr. Robert Johnson
- amy lynn
- Dr. Ivan N Rogers
- Dr. James Smith
- Dr. Ruth L Stevens

Cancel Save

Achieve

- Next add the resident's contact information. Scroll down and click **Add Contact**.

Providers ? Add Provider

Type	Provider	Phone
Physician	Dr. Ivan N Rogers - Attending	(654) 321-5987

Contacts ? Add Contact

Relationship	Name	Responsibilities	Call Order	Phone	Notes
None Listed					

Allergies Add Allergy

Category	Allergy	Start Date
No recorded allergies		

Complete all fields entering all contact information. When complete click on **Save**, or if adding multiple contacts, click on **Save & New**.

Ohio Living MatrixCare System Admitting/Discharging Residents and Swapping/Moving Beds

Contact Information

Relationship: -- Select One --

Contact Name: -- Select One -- First: Last: N.L.: Last: Title:

Address: Primary Phone: -- None -- Ext.:

City: -- None -- Ext.:

State: IL -- None -- Ext.:

Zip: -- None -- Ext.:

Email: -- None -- Ext.:

Call Order: -- Select one --

Notes:

Responsibilities

Responsibilities:

- Legal Guardian responsible *
- Other Legal Oversight *
- Durable power of attorney/health care *
- Durable power of attorney/financial *
- Family member responsible *
- Emergency Contact
- Responsible Party
- Power of attorney/health care
- Power of attorney/financial
- Guardian
- Primary Financial Contact
- Receive AR Statement

* Items pull to MDS question A9

Cancel Save Save & New

- Now add Allergy information. Scroll down and click on **Add Allergy**. This should be done even if the resident has no known allergies (select No known Allergies).

Allergies Add Allergy

Category	Allergy	Start Date
No recorded allergies		

[View allergies history](#)

Current Diagnosis Add Diagnosis

ICD-9	Description	Prelim?	Date Diagnosed
None Listed			

[View diagnosis history](#) | [AR claims sequencing](#) | [Clinical sequencing](#)

- Enter the appropriate information and start date (this can be the date of admission). Click on **Save**.

Messages Resident Facility RAI

Add Allergy

Fudd, Elmer

Allergies: Resident has no known allergies (NKA)
 Resident has no known drug allergies (NKDA)

Begin Date: [Calendar Icon]

Select Category: -- Select One --
 -- Select One --
 Drugs
 Environment
 Food

Cancel Save

You are now ready to put the resident in a room. This is done by updating the Census.

- Do not enter anything in the Diagnosis section (unless an AL resident – see Creating the Face Sheet Section).

ADDING THE CENSUS

Once a resident has been added into the system via the above process they have to be admitted into a bed to activate them in MatrixCare. Before you are able to admit the resident

Ohio Living MatrixCare System

Admitting/Discharging Residents and Swapping/Moving Beds

into the MatrixCare system, you have to know a few key things, such as where they are coming from, what *type* of

admission it will be and what the payer source is. Based on these answers how you admit a resident is a little different. There are, however, a few things that are always the same.

To get started do the following:

1. With the resident selected, from the Face Sheet Click on **Census**.

Messages Resident Facility RAI

View Resident

Fudd, Elmer

Physician: Dr. Ivan N Rogers

Room/Bed:

Status: Unknown

Photo: Resident Photo Not Available

Upload photo

Report Census

2. Select **Add**.

Messages Resident Facility RAI

Resident Census

Fudd, Elmer

Census Records

Add

Date/Time	Census Type	Level of Care	Payer	Unit/Room/Bed
No Census Records.				

3. Click on the drop-down box to select the Census Event (always **Admission**).

Messages Resident Facility RAI

Resident Census

Fudd, Elmer

Cancel Save

Date: 02/02/2007 Time: 08:44 AM

Census Event: -- Select Census Event Type --

Primary Payer: -- Select Census Event Type --
Outpatient
PreAdmission Hold

Unit/Room/Bed: Admission Select bed

Notes:

Cancel Save

4. Click on the drop-down box to select the Admission Source. The three most used are- **Transfer from Hospital**, **Transfer from SNF** (used if they are coming from another facility) or **Transfer from Other** (used if they are coming from home)

Ohio Living MatrixCare System Admitting/Discharging Residents and Swapping/Moving Beds

Fudd, Elmer

Date:	02/02/2007	Time:	08 : 44 AM
Census Event:	Admission		
Admission Source:	-- Select Admission Source --		
Admission Type:	<div style="border: 1px solid #ccc; padding: 2px;"> -- Select Admission Source -- Physician Referral Clinic Referral HMO Referral Transfer from a Hospital Transfer from a SNF Transfer from Other Emergency Room Court/Law Enforcement Information Not Available Transfer from a Critical Access Hospital </div>		
Primary Payer:			
Unit/Room/Bed:	<input type="button" value="Select bed"/>		
Notes:			

5. The Admitted From and Referral Source fields are not required but **should** be completed for reporting and tracking purposes. The Admission Type field is required. Click on the drop-down box to select the Admission Type. This will always be **Elective**.

Census Details

Date:	07/11/2014	Time:	08 : 39 PM
Census Event:	Admission		
Admission Source:	Transfer from a Hospital		
	<input type="checkbox"/> Return to Acute Reporting? ?		
Admitted From:	Doctor's Hospital		
Referral Source:	Senior Independence		
Admission Type:	Elective		

6. The next step is the payer source. Click on the drop-down box to select the Payer Source. This can be the most confusing and the easiest to make a mistake on. This is where admitting a resident varies. The most commonly used payers are: Medicare A, Non Entry Fee Private, Entry Fee Private, Medicaid Room and Board, Medicaid Hospice, and the MNS tab. The Medicaid Therapy tab should never be used. The simplest admissions are Non-Entry Fee Private & Entry Fee Private. **If unsure of the payer, select Non-Entry Fee Private** (billing can correct it later).

Ohio Living MatrixCare System Admitting/Discharging Residents and Swapping/Moving Beds

Date:	02/03/2007	Time:	10 : 56 AM
Census Event:	-- Select Census Event Type --		
Primary Payer:	Medicare A - Medicare Part A		
Level of Care:	Non-Entry Fee Private - Private Payment Plan - Private		
Unit/Room/Bed:	Medicaid Room and Board - Medicaid (S) Medicaid Therapy - Medicaid (State) Hospice Medicaid - Hospice		
Notes:	Medicare A - Medicare Part A Anthem - HMO/PPO Anthem Senior Advantage - HMO/PPO Managed Care - HMO/PPO MNS-Aetna - HMO/PPO MNS-Emerald Health - HMO/PPO		

[Select bed](#)

[Cancel](#) [Save](#)

7. For both the Non-Entry Fee Private & Entry Fee Private, the Level of Care is always **None** (which will be the only option). Click on the drop-down box to select the Level of Care.

Date:	02/03/2007	Time:	10 : 44 AM
Census Event:	Admission		
Admission Source:	Transfer from a Hospital		
Admission Type:	Elective		
Primary Payer:	Private - Private		
Level of Care:	None		
Unit/Room/Bed:	Select bed		
Notes:			

[Cancel](#) [Save](#)

8. Now select the Unit/Room/Bed. Click on the **Select Bed** link.

Admission Type:	Elective		
Primary Payer:	Private - Private		
Level of Care:	None		
Unit/Room/Bed:	Select bed		
Notes:			

[Cancel](#) [Save](#)

Ohio Living MatrixCare System

Admitting/Discharging Residents and Swapping/Moving Beds

9. Scroll to the unit where they are located in the building. Click on the plus sign to reveal the beds for that unit.

Unit: Windy Villas (WV)

Building: Skilled Care Center

- Unit: East (E)
- Unit: Nearly Deceased Wing (NDW)
- Unit: North (N)
- Unit: South (S)
- Unit: West (W)

Cancel

10. Now select the specific bed you want by clicking on Select Bed.

Room: 404

Bed: A Type: Semi-Private Bed *Dually Certified Bed* [Select Bed](#)

Bed: B Type: Semi-Private Bed *Dually Certified Bed* Occupied By: Blanch, Patella Uvuula (J)

Room: 405

Bed: A Type: Semi-Private Bed *Dually Certified Bed* Occupied By: Saunders, Stephen E (M)

Bed: B Type: Semi-Private Bed *Dually Certified Bed* Occupied By: Buckeye, Brutus Iama (J)

Room: 406

Bed: A Type: Semi-Private Bed *Dually Certified Bed* Occupied By: Wilson, Bertha (F)

11. Once you have done that, the screen will take you back to the census page. Click **SAVE** if the info is correct. If some of the information is not correct, change accordingly.

Resident Census

Fudd, Elmer

Cancel Save

Date:	02/03/2007	Time:	10 : 44 AM
Census Event:	Admission		
Admission Source:	Transfer from a Hospital		
Admission Type:	Elective		
Primary Payer:	Private - Private		
Level of Care:	None		
Unit/Room/Bed:	East / 404/A	Select bed	
Notes:			

Cancel Save

WHAT TO KNOW ABOUT MEDICAID ADMISSIONS

For the Medicaid Room and Board or Medicaid Hospice the process is generally the same. It will have a **Patient Liability** Tab with a dollar amount in it. Do not do anything with this blank. **It should read 0.00**, the billing office will fill that in accordingly. That is the only difference for the Medicaid admissions. Continue to select bed as usual and save.

Ohio Living MatrixCare System

Admitting/Discharging Residents and Swapping/Moving Beds

The two most confusing admissions are Medicare and Insurance. They require more information than the other payer types.

WHAT TO KNOW ABOUT MEDICARE ADMISSIONS

Choose Primary Payer: **Medicare A**, then check the box **New Benefit Period**. Enter Medicare A days used at another facility: Keep that **number at 0**.

Occurrence Span: This is always **70 Qualifying Stay Dates**.

Occurrence Span Begin Date and End date: This means hospital days of admission. If they were admitted on Feb 5th and discharged from the hospital on Feb 8th, the begin date is Feb 5th and end date is Feb 8th. It is **very important** that the information is in there and accurate. If you have a resident

that had a qualifying hospital stay but went home first before coming to your facility, always use the hospital admission date and discharge date. For example, Resident A went to hospital on Feb 5th was discharged to home on Feb 9th but came into your facility on Feb 11th. Her occurrence span begin date is Feb 5th but end date is Feb 9th.

Level of Care is always **NONE**.

Primary Payer:	Medicare A - Medicare Part A
	<input checked="" type="checkbox"/> New Benefit Period?
Enter Medicare Part A Days used at another facility:	0
Occurrence Span:	-- Select Occurrence Span --
Occurrence Span Begin Date:	02/03/2007
End Date:	02/03/2007
Level of Care:	

Unit/Room/ Bed: Click on Select Bed, this is the same as before then click on Save.

WHAT TO KNOW ABOUT INSURANCE ADMISSIONS

The actual admission is basic, the confusion lies in which insurance tab to use. If the resident is **AETNA** or **MEDICAL MUTUAL** you always choose **MNS - Aetna** or **MNS - Medical Mutual**. If the resident has another insurance, specific instructions can be given. It is uncommon to have a resident with another insurance.

Level of Care: It is always **LEVEL 1**. Insurance residents are the only residents in which you can select a level for.

Ohio Living MatrixCare System Admitting/Discharging Residents and Swapping/Moving Beds

Date:	02/08/2007	Time:	09 : 25 AM
Census Event:	Information Change		
Primary Payer:	MNS-Aetna - HMO/PPO		
Level of Care:	-- Select Level of Care --		
Patient Status Code:	<div style="border: 1px solid black; padding: 2px;"> -- Select Level of Care -- Level 1 Level 2 Level 3 </div>	Outpatient services.	
Unit/Room/Bed:	Select bed		
Notes:	<div style="border: 1px solid black; height: 20px;"></div>		

Cancel
Save

Unit/Room/ Bed: Click on Select Bed- the same as before and then save.

DISCHARGING RESIDENTS

There are several scenarios where a patient can be discharged. They may be going to the hospital for an admission or observation, they may be going on a therapeutic leave or they may be discharged permanently from the facility.

Updating the system for these events is done in the Census area.

1. Select the resident by clicking on the Resident Tab and then **Census**. Enter the first three letters of the last name. Click on Search. The results will appear below search criteria.
2. Select the resident by clicking on the name.

Messages
Resident
Facility
RAI

Search Residents

Please enter search criteria and select search.

Last Name: <input style="width: 90%;" type="text" value="Queue"/>	First Name: <input style="width: 90%;" type="text" value="Suzie"/>
MR#: <input style="width: 95%;" type="text"/>	
Unit: <input style="width: 90%;" type="text" value="-- Select One --"/>	Attending: <input style="width: 90%;" type="text" value="-- Select One --"/>
Filter search to: <input type="checkbox"/> Show only Outpatient Residents <input type="checkbox"/> Include Inactive Residents	

Search

Search Results - 1 Residents [Add resident](#)

Name	MR# - Visit#	Unit	Room	Physician	Status
Queue, Suzie	3263-01	East	309/A	Robert Johnson	In House

3. The Resident Census page appears. Click on Add to update the census.

7/11/14

Page 14 of 21

Ohio Living MatrixCare System Admitting/Discharging Residents and Swapping/Moving Beds

Messages Resident Facility RAI

Teach Me 

Queue, Suzie  

Bed Swap Add 

Date/Time	Census Type	Level of Care	Payer	Unit/Room/Bed		
02/05/2007 07:51 AM	Admission	None	Private Private	East / 309-A Semi-Private Bed	Edit	Delete

4. Click on the drop-down box to select the type of Census Event (refer to attached table of Discharge Reasons).

Messages Resident Facility RAI

Cancel Save

Date:	02/05/2007 	Time:	02 : 31 PM
Census Event:	<div style="border: 1px solid gray; padding: 2px;"> -- Select Census Event Type -- -- Select Census Event Type -- Information Change Hospital Leave Therapeutic Leave Discharge - Return Not Anticipated Discharge - Return Expected Expired </div>		
Primary Payer:			
Level of Care:			
Unit/Room/Bed:	<input type="button" value="Select bed"/>		
Notes:	<input type="text"/>		

Cancel Save

5. Click on the drop-down box to select the Leave of Absence Code – as appropriate (refer to attached list of Discharge Reasons). The Discharged To and Discharge Reason fields are not required but **should** be completed for reporting and tracking purposes. Level of Care will default to the admission (always none unless an insurance admission).

Date:	07/11/2014 	Time:	08 : 54 PM
Census Event:	Hospital Leave		
Leave of Absence Code:	01 Billable LOA		
Discharged To:	-- Select One --		
Discharge Reason:	-- Select One --		
Primary Payer:	Non-Entry Fee Private - Private		
Level of Care:	None		
Patient Status Code:	30 Still patient or expected to return for outpatient services.		
Discontinue Orders:	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Ohio Living MatrixCare System Admitting/Discharging Residents and Swapping/Moving Beds

- Click on the drop-down box to select the **Patient Status Code** (refer to attached list of Discharge Reasons). Make sure that with Hospital Leave the code is always **30 - Still a resident**. It is very important to remember to select the correct code. This appears on the bill and affects the census reporting.

Resident Census
Smith, Jane **Full Code** Cancel Save

Census Details

Date: 07/11/2014 Time: 08:54 PM

Census Event: Hospital Leave

Leave of Absence Code: -- Select Patient Status Code --

Discharge Reason: 30 Still patient or expected to return for outpatient services.

Patient Status Code: 30 Still patient or expected to return for outpatient services.

Discontinue Orders: Yes No

Unit/Room/Bed: Skilled Nursing East/157/A [Select bed](#)

Notes:

Session will expire in approximately 13 minutes.

- Select the appropriate radio button regarding discontinuing orders. **Orders should be discontinued with any discharge other than Therapeutic Leave**. If you make a change on the page after you select the Yes button to discontinue the orders you will have to select Yes again before clicking on Save.

Discharge Reason: -- Select One --

Primary Payer: Non-Entry Fee Private - Private

Level of Care: None

Patient Status Code: 30 Still patient or expected to return for outpatient services.

Discontinue Orders: Yes No

Unit/Room/Bed: Skilled Nursing East/157/A [Select bed](#)

Notes:

Session will expire in approximately 13 minutes.

- Click on Save at the bottom of the screen.

SWAPPING BEDS

Swapping beds means that you are switching two residents. To swap the assigned bed for a resident you must perform a **bed swap**. Please note, this is only done, if you are actually switching the same two beds.

- Select the resident by clicking on the Resident Tab and then Census. Enter the first letters of the last name. Click on Search. The search results will appear below the search criteria.

Ohio Living MatrixCare System

Admitting/Discharging Residents and Swapping/Moving Beds

2. Once resident name appears, select the resident by clicking on the name.

Messages Resident Facility RAI

Search Residents

Please enter search criteria and select search.

Last Name:	<input type="text" value="Queue"/>	First Name:	<input type="text" value="Suzie"/>
MR#:	<input type="text"/>		
Unit:	-- Select One --	Attending:	-- Select One --
Filter search to:	<input type="checkbox"/> Show only Outpatient Residents <input type="checkbox"/> Include Inactive Residents		

[Search](#)

Search Results - 1 Residents [Add resident](#)

Name	MR# - Visit#	Unit	Room	Physician	Status
Queue, Suzie	3263-01	East	309/A	Robert Johnson	In House

3. The **Resident Census** page appears. From the **Resident Census** page, click **Bed Swap**.

Messages Resident Facility RAI

Resident Census

Teach Me

Queue, Suzie

[Bed Swap](#) [Add](#)

Date/Time	Census Type	Level of Care	Payer	Unit/Room/Bed	Edit	Delete
02/05/2007 07:51 AM	Admission	None	Private Private	East / 309-A Semi-Private Bed	Edit	Delete

The **Bed Swap** page appears.

4. Enter the **Swap Date** in MM/DD/YYYY format to indicate the date on which to swap the beds. You can use the Calendar feature to select a date.
5. Select the check box next to the residents for which you want to change the bed assignments. You can select as many residents as necessary. Click **Swap**

Messages Resident Facility RAI

Bed Swap

Swap Date: Time: : [Update](#)

[Cancel](#) [Swap](#)

Choose Residents To Swap Beds

Resident Name	Unit/Room/Bed
<input type="checkbox"/> Aldrich, Jacob Allen	East/310/A
<input type="checkbox"/> Anderson, Adam Victor	West/104/B

6. The Bed Swap screen appears. In the **New Room** column, select each resident's new room and bed assignment from the drop-down list. Click **Save**.

Ohio Living MatrixCare System

Admitting/Discharging Residents and Swapping/Moving Beds

Bed Swap

Choose New Beds For Listed Residents Swap Date: 02/05/2007 09:04 AM [Cancel](#) [Save](#)

Resident Name	Current Room	New Room
Price, Wendy	North/404/A	Unit: East 402/A
Queue, Suzie	East/309/A	Unit: East 309/A

[Cancel](#) [Save](#)

[Terms & Conditions](#) | [Privacy Policy](#)

Matrix 6.1 © Copyright 2002-2007, Achieve H... s Reserved.

7. You are returned to the **Bed Swap** page for your selected resident.

Messages **Resident** Facility RAI

Resident Census [Teach Me](#)

+ Queue, Suzie

[Bed Swap](#) [Add](#)

Date/Time	Census Type	Level of Care	Payer	Unit/Room/Bed		
02/05/2007 09:04 AM	Information Change	None	Private Private	East / 309-A Semi-Private Bed	Edit	Delete
02/05/2007 07:51 AM	Admission	None	Private Private	East / 309-A Semi-Private Bed	Edit	Delete

To enter another bed swap, repeat steps 5 through 7. If you are finished, click **Cancel** to return to the **Resident Census** page. The bed swaps are recorded as an **Information Change** census event for each affected resident.

MOVING BEDS

To move a resident into a vacant bed, follow steps one and two above then:

1. Click on **Add**.

Messages **Resident** Facility RAI

Resident Census [Teach Me](#)

+ Queue, Suzie

[Bed Swap](#) [Add](#)

Date/Time	Census Type	Level of Care	Payer	Unit/Room/Bed		
02/05/2007 02:31 PM	Hospital Leave	None	Private Private	East / 309-A Semi-Private Bed	Edit	Delete
02/05/2007 09:04 AM	Information Change	None	Private Private	East / 309-A Semi-Private Bed	Edit	Delete
02/05/2007 07:51 AM	Admission	None	Private Private	East / 309-A Semi-Private Bed	Edit	Delete

2. Click on the drop-down box for Census Event and select Information Change.

Ohio Living MatrixCare System

Admitting/Discharging Residents and Swapping/Moving Beds

Messages Resident Facility RAI

Resident Census

Queue, Suzie

Cancel Save

Date:	02/05/2007	Time:	02 : 31 PM
Census Event:	-- Select Census Event Type --		
Primary Payer:	-- Select Census Event Type --		
Level of Care:	Information Change		
Unit/Room/Bed:	Hospital Leave Therapeutic Leave Discharge - Return Not Anticipated Discharge - Return Expected Expired		
Notes:	Select bed		

Cancel Save

3. Then click on **Select Bed** link.

Messages Resident Facility RAI

Resident Census

Queue, Suzie

Cancel Save

Date:	02/06/2007	Time:	02 : 01 PM
Census Event:			
Primary Payer:	Private - Private		
Patient Status Code:	30 Still patient or expected to return for outpatient services.		
Unit/Room/Bed:	East / 309/A Select bed		
Notes:			

Cancel Save

4. Choose the desired bed. Scroll to the unit where they are located in the building. Click on the plus sign to reveal the beds for that unit.

Unit: Windy Villas (WV)

Building: Skilled Care Center

Unit: East (E)

Unit: Nearly Deceased Wing (NDW)

Unit: North (N)

Unit: South (S)

Unit: West (W)

Cancel

4. Now select the specific bed you want by clicking on Select Bed.

Room: 332

Bed: A Type: SNF Semi-Private *Dually Certified Bed* [Select Bed](#)

Room: 333

Bed: A Type: SNF Semi-Private *Dually Certified Bed* Occupied By: Buckeye, Brutus (M)

Room: 334

5. Once you have done that, the screen will take you back to the census page. Click **SAVE** if the info is correct. If some of the information is not correct, change accordingly.

Ohio Living MatrixCare System

Admitting/Discharging Residents and Swapping/Moving Beds

Messages Resident Family RPT

Resident Census

Fudd, Elmer

Date:	02/03/2007	Time:	10 : 44 AM
Census Event:	Admission		
Admission Source:	Transfer from a Hospital		
Admission Type:	Elective		
Primary Payer:	Private - Private		
Level of Care:	None		
Unit/Room/Bed:	East / 404/A	Select bed	
Notes:	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>		

Ohio Living MatrixCare System
Admitting/Discharging Residents and Swapping/Moving Beds

Discharge Reason	When Used	LOA Codes	Patient Status Code	MDS & Billing
Therapeutic Leave	If any resident goes to another facility and they are <u>not</u> admitted or they visit family, use Therapeutic Leave. For Medicare, if they are out at midnight, their room is not billable. If they are out a portion of a day, the room is billable. Even if they are away from 12:01 am until 11:59 pm, if they are in the bed at midnight, the room is billable.	01 - Billable LOA 03 - Non-billable LOA	30 - Still a resident	If you use a Therapeutic Leave, the system does not require the MDS Nurse to do Discharge and Admit MDSs. Billing does not bill at the default rate, but bills the room charges appropriately.
Hospital Leave	This is a bed hold. This is used when a resident is admitted to the hospital and continues to pay for their room. This would apply to Private Pay or Medicaid only. Medicare and Medicare HMO residents would have to show as Private Pay on the Discharge Census in order to bill for the bed.	01 - Billable LOA	30 - Still a resident	If the MDS nurse is unaware of the Hospital Leave, it causes the system to bill at the default rate for as many days as the system expects to see MDS assessments.
Discharge Return not Anticipated	Discharge - Return Not Anticipated - use when bed is not held, and the resident is not expected to return	N/A	Select appropriate reason for discharge: never use 30 - still a resident	The MDS nurse completes a Discharge - Return not Anticipated MDS. ARD Date must match census Discharge Date. Issue for billing if Discharge Status still 30.
Discharge Return Expected	Discharge - Return Expected - use for any resident when they are admitted to the hospital and the bed is not held, but they are expected to return.	N/A	Select appropriate reason for discharge: never use 30 - still a resident	The MDS nurse completes a Discharge - Return Expected MDS ARD Date must match census Discharge Date. Issue for billing if Discharge Status still 30.
Expired	Resident Expires in our facility	N/A	20 - Expired	MDS Nurse completes an Expired MDS

Discharge Reason Codes: 01 - Discharged to home or self care, 02 - Discharged/transferred to hospital, 03 - Transferred to another SNF, 04 - Discharged/transferred to an Intermediate Care Facility, 05 - Discharged to another inpatient facility, 06 - Discharged to home under HHA care, 07 - Left against Medical Advice, 08 - Discharged to home under Home IV provider, 20 - Expired, (Medicaid only: 50 - Hospice home, 51 - Hospice - medical facility)