# Quickstart

This report is used in step 2 of generating billing activity for patients – step 1 is to run the **Rehab Compensable Patients** report, to gather a list of patients active under the CTP or Lifetime Care & Support Schemes.

Step 2 is to run the **Rehab Compensable Patient Activity** report, to list compensable activity data for each of those patients.

Criteria:

1. The patient must have a **Kids Rehab** or **Rehab2Kids Compensable Details** form completed in PowerChart. The patient will qualify for the report on the <u>most recent version of the form only</u>.
2. The patient must have clinical activity recorded on Rehab forms, with statistical and billing activity recorded on the Statistics and Billing section of those forms.

The report will look for all Signed activity forms where the Financial Class matches the scheme selected on the report

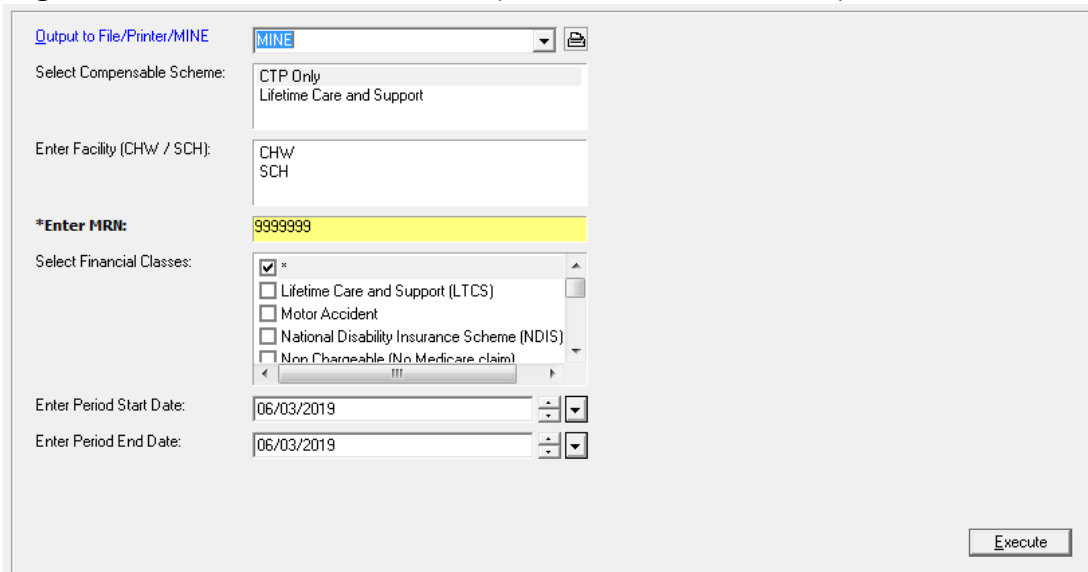| *Note!* | It is possible to choose other financial classes to be included in the report, as a fall-back in case it is incorrectly documented on the Statistics and Billing section within the forms. In these cases, the form will be listed, but there will be blanks in some of the columns within the reported data. |
|---|---|
| | If data has been incorrectly entered on the forms, it must be corrected on the form in order to show correctly in the report. |

## 1. Running the Report

- Click the Explorer Menu Button on the PowerChart toolbar, or Patient Management

| PowerChart | Patient Management |
|---|---|
| Explorer Menu | ⊕ |
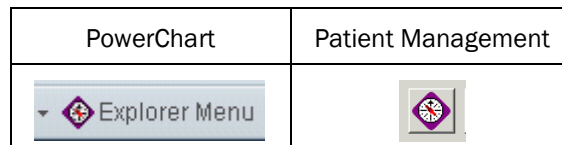
- OPTIONAL: on the Menu Bar, select View → Program Info, to display some help text for the report.
  - Navigate to the folder Main Menu → Form Reports → Rehab → Rehab Compensable Patient Activity

- Leave the Output prompt as "MINE". This prints the report to your screen.
- Choose the Compensable Scheme, to run the report for CTP or Lifetime Care and Support.
- Choose your Facility
- Enter the patient MRN, as per results on the Kids Rehab Compensable Patients report.
- By default, all financial classes are included in the report, but these can be de-selected, or specific classes selected. If the Compensable Scheme is selected initially, you do not have to also select it as a Financial Class, it will be included by default.
- Enter the date period for the report. The date period should not be too long – because of the need to check potentially hundreds of forms, if you run the report for a large date range, it may impact PowerChart system performance.
- The report will output in spreadsheet view

## 2. CTP Report Output:

| | MRN | SURNAME | FIRSTNAME | CTP_CLAIM_NUMBER | CTP_INSURER | SERVICE_DATE | RESOURCE | RESOURCE_NAME | FIN_CLS | CONSULT_TYPE | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1203349 | FITZY | Tony | CTP 1098177 GG | AAMI & Royal Sun Alliance | 23/06/14 | | | Lifetime Care and Su | Face to face | |
| 2 | 1203349 | FITZY | Tony | CTP 1098177 GG | AAMI & Royal Sun Alliance | 23/06/14 | | | Lifetime Care and Su | Phone | |
| 3 | 1203349 | FITZY | Tony | CTP 1098177 GG | AAMI & Royal Sun Alliance | 24/06/14 | | | Motor Accident | Email | |
| 4 | 1203349 | FITZY | Tony | CTP 1098177 GG | AAMI & Royal Sun Alliance | 25/06/14 | Case Manager | Test, Rehab Dept Personne | Motor Accident | Face to face | 501 – Case Managemen |
| 5 | 1203349 | FITZY | Tony | CTP 1098177 GG | AAMI & Royal Sun Alliance | 25/06/14 | Medical | Test, Consultant | Motor Accident | Face to face | 105 – New – Rehab Sp |
| 6 | 1203349 | FITZY | Tony | CTP 1098177 GG | AAMI & Royal Sun Alliance | 25/06/14 | Physiotherapist | Fitzsimons, Tony | Motor Accident | Face to face | 106 – Physical Capab |
| 7 | 1203349 | FITZY | Tony | CTP 1098177 GG | AAMI & Royal Sun Alliance | 25/06/14 | Physiotherapist | Fitzsimons, Tony | Motor Accident | Face to face | 406 – Pain Managemen |

In this example, the report was run to include all Financial classes over the date period, as well as the default Motor Accident (CTP) financial class.

Blanks cells indicate data is missing or in error, for example, rows 1 & 2 show the Financial Class as Lifetime Care and Support. Row 3 shows that although the Financial Class was entered as Motor Accident, no billing data was entered.

The last column on the report will show the staff member who completed the form. It will be up to the department to follow up to have that staff member correct any data on their form, eg correct the Financial Class, or enter the billing data for that occasion of service.

## 3. Lifetime Care & Support Report Output:

| | MRN | SURNAME | FIRSTNAME | PARTICIPANT_NUM | SERVICE_DATE | FIN_CLS | RESOURCE | RESOURCE_NAME | CONSULT_TYPE | DESCRIPTION | APPROVAL_NUM | TIME | BILLABLE | DATA_E |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1203349 | FITZY | Tony | 84744654 | 01/06/14 | Non Chargeable (No M | | | Letter | | | | | Fitzsi |
| 2 | 1203349 | FITZY | Tony | 84744654 | 03/06/14 | Non Chargeable (No M | | | Face to face | | | | | Fitzsi |
| 3 | 1203349 | FITZY | Tony | 84744654 | 04/06/14 | Lifetime Care and Su | | | Face to face | | | | | Fitzsi |
| 4 | 1203349 | FITZY | Tony | 84744654 | 05/06/14 | Lifetime Care and Su | | | Letter | | | | | Fitzsi |
| 5 | 1203349 | FITZY | Tony | 84744654 | 05/06/14 | Lifetime Care and Su | | | Face to face | | | | | Fitzsi |
| 6 | 1203349 | FITZY | Tony | 84744654 | 06/06/14 | Lifetime Care and Su | | | Fax | | | | | Fitzsi |
| 7 | 1203349 | FITZY | Tony | 84744654 | 06/06/14 | Lifetime Care and Su | | | Tele-medicine | | | | | Fitzsi |
| 8 | 1203349 | FITZY | Tony | 84744654 | 06/06/14 | Lifetime Care and Su | | | Tele-medicine | | | | | Fitzsi |
| 9 | 1203349 | FITZY | Tony | 84744654 | 06/06/14 | Lifetime Care and Su | | | Letter | | | | | Fitzsi |
| 10 | 1203349 | FITZY | Tony | 84744654 | 10/06/14 | Lifetime Care and Su | | | Face to face | | | | | Fitzsi |
| 11 | 1203349 | FITZY | Tony | 84744654 | 12/06/14 | Lifetime Care and Su | | | Phone | | | | | Test, |
| 12 | 1203349 | FITZY | Tony | 84744654 | 18/06/14 | Lifetime Care and Su | | | Face to face | | | | | Test, |
| 13 | 1203349 | FITZY | Tony | 84744654 | 03/06/14 | Lifetime Care and Su | Aboriginal Health Worker | Fitzsimons, Tony | Tele-medicine | LTCS308 – Other treatment & rehab services | 123456 | 60 | | Fitzsi |
| 14 | 1203349 | FITZY | Tony | 84744654 | 03/06/14 | Lifetime Care and Su | Aboriginal Health Worker | Fitzsimons, Tony | Tele-medicine | LTCS503 – Provider Travel & Accommodation | | 30 | | Fitzsi |
| 15 | 1203349 | FITZY | Tony | 84744654 | 03/06/14 | Lifetime Care and Su | Case Manager | Fitzsimons, Tony | Letter | LTCS105 – Review – Rehab Specialist Ax | | 10 | | Vanam, |
| 16 | 1203349 | FITZY | Tony | 84744654 | 04/06/14 | Lifetime Care and Su | Medical | Botman, Antonia G | Face to face | LTCS105 – Review – Rehab Specialist Ax | | 60 | | Vanam, |
| 17 | 1203349 | FITZY | Tony | 84744654 | 03/06/14 | Lifetime Care and Su | Medical | Paget, Simon P | Face to face | LTCS403G – Group – Counselling/Behaviour Managemen | 123456 | 12 | | Fitzsi |
| 18 | 1203349 | FITZY | Tony | 84744654 | 03/06/14 | Lifetime Care and Su | Medical | Paget, Simon P | Face to face | LTCS403G – Group – Counselling/Behaviour Managemen | 123456 | 14 | | Fitzsi |

In this example, the report was run to include all Financial classes over the date period, as well as the default Lifetime Care & Support financial class.

Blanks cells indicate data is missing or in error, for example, rows 1 & 2 show the Financial Class as Non Chargeable. Row 3 – 12 show that although the Financial Class was entered as Lifetime Care & Support, no billing data was entered. Rows 14 – 16 show that the LTCS financial class was entered, and billing data was entered, but there was no LTCS approval for those particular code items.

The last column on the report will show the staff member who completed the form. It will be up to the department to follow up to have that staff member correct any data on their form, eg correct the Financial Class, or enter the billing data for that occasion of service.

If there are no approvals for particular code items, it will be up to the department to manage these, e.g. apply for approval (although this may not be backdated), or correct the codes to those that have billing approval.

## 4. Printing or Analysing the Report

This report is too wide to print on an A4 page. To copy it to Excel:

1. Drag your mouse across all column headings to select them all columns. Alternatively Click the top-left grey square (under the Save button) to highlight the entire spreadsheet of results.
2. Select Edit → Copy.
3. Open your spreadsheet, select the desired cell, and select Paste. Note that if you click the top-left grey square to select the spreadsheet, this may give you a blank first column when you paste to Excel.