



EMR Components Designed For Long Term Care

A. Visual Census

This functionality under the Admissions area of the Medeasy3 System enables you to look at your facility's census from four different perspectives. The visual census is a way to visually review bed assignment information. There are currently four views which are discussed in the Info tab.

**Resident Continuity** - This view includes all resident who were assigned to a bed during the specified period. The view shows whether or not the resident was assigned or unassigned to a bed, day by day. This helps you determine if there are any gaps in a resident's bed assignments. This is similar to a daily census without the payor categories listed.

Visual Census



Facility:

View:

Start Date:  End Date:

Green \$: Assigned to bed. Red X: Not assigned.  
Only residents with bed assignments in the designated period are listed.

Resident	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Candy, Cotton	X	X	X	X	X	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Hehn, Charlie	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Jones, James J	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
McCook, Roger D	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
McCorkleman, Roger D	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	

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## EMR Components Designed For Long Term Care

**Room/Bed Continuity** - This view includes all beds in the facility. The view shows whether or not each bed was assigned or unassigned, day by day. This helps you determine if there are any gaps in a bed's assignments or where beds are underutilized. In the example below, which is based on a sparsely filled facility, you can see what beds were unassigned in the date range selected.

### Visual Census



Logged on as: **charlieh**

Facility:

View:

Start Date:  End Date:

Display
 Info

Green \$: Bed assigned. Red X: Not assigned.  
All facility rooms are included.

Area	Room	Bed	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
100 Hall	102	A	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
100 Hall	102	B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
100 Hall	103	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
100 Hall	103	B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
100 Hall	104	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
100 Hall	104	B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

**Current Resident Location** - This view includes all residents who are current (i.e. they have a pending or registered status) and shows whether or not they are currently assigned to a bed. This helps you identify current residents who are not assigned to a bed. *(This is similar to the Room and Bed Database report users are accustomed to generating in Medeasy32 Financial).*

### Visual Census



Logged on as: **charlieh**

Facility:

View:

Display
 Info

Green \$: Assigned to bed. Red X: Not assigned.  
Only current pending and registered residents are listed.

Resident ID	Resident Name	Status	Payor Category	Facility Area	Room	Bed
40568	Ball, Mary L	Pending				
41102	Baloney, Joey M	Pending				
41103	Bolomobaini, Franko	Pending				
41132	Flintstonwe, Fred A	Pending				
40865	Head, Potatoe	Pending				
48	Hehn, Charlie	Pending	Medicaid Skilled	300 Hall	308	B

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## EMR Components Designed For Long Term Care

**Resident Daily Census** - This view includes all resident who were assigned to a bed during the specified period. The view shows the payor category for each resident, day by day. (This is similar to the Daily Census report users are accustomed to generating in Medeasy32 Financial).

### Visual Census



Facility:

View:

Start Date:  End Date:

Display
 Info

Legend:

1 Medicare	2 Medicaid Skilled	3 Medicaid ICF
4 Private	5 Private Insurance	6 Hospice
7 VA	8 VA ICF	9 Evercare
A Medicare Managed Care	C Medicaid Managed Care	M Medicaid ALF
P Medicaid Pending	Q QMB	

Resident	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Candy, Cotton	X	X	X	X	X	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2H	2H	2H	2H	2H	1	1	1	1	1	
Hehn, Charlie	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Jones, James J	1	1	1	1	2	2	2	2	2	2	2H	2H	2H	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
McCook, Roger D	3	3	3	3	3	3	3	3	3	3	3	3H	3H	3H	3H	3H	3H	3H	3H	1	1	1	1	1	1	1	1	1	1	
McCorkleman, Roger D	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Pan, Peter	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Ruth, Babe	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1D	X	X	X	X	X	X	X	X	X	X	X	X	X	
White, Brian P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	1	1	1	1	1	1D	X	X	X	X	X	1	1	1	1	

### B. Managing Census Data

Managing census data is accomplished in the Admissions area of the Medeasy3 System. This area will typically be managed by the business office as this census is used to generate claims. The following examples are based on the screen shot above and we will focus on the Resident Peter Pan for them month of September. In the above example Peter Pan’s payor category was Medicare in September 2011.

Mr. Pan unfortunately becomes ill, goes in and out of the hospital, runs out of Medicare Part A days, and ultimately is discharged near the end of the month. Starting on the next page you will learn how to manage this data to record the changes in census.



EMR Components Designed For Long Term Care

**Change 1:** Mr. Pan is admitted to the hospital on 9/5/2011. Below is how to make this change with the corresponding results. After you click on the Manage Census button click the NEW button.

**Manage Census**



Manage census status/history and bed assignments by resident

Facility:

Logged on as: **charlieh**

Resident:  [Next](#) [Prev](#)

Refresh **New** Edit Reactivate Delete Reports Info

	ID	Bed Assigned	Payor Category	Start Date	End Date	Status
<a href="#">Select</a>	5256	200 Hall 205 - A	Medicare	09/01/2011		

The Bed Assignment Record opens and changes are made to Payor Category, Clinical Status, and Effective Date. Mr. Pan is also Medicaid eligible (GA) and has available bed hold days.

**Bed Assignment Record**  
Maintain individual resident bed assignment record

Pan, Peter

Room / Bed:

Payor Category:  ← ← ←

Clinical Status:  ← ← ←

Effective Date:  ←

Comment:

After clicking the SAVE button a new bed assignment record is made and automatically records the end date of the previous Bed Assignment Record.

**Manage Census**



Manage census status/history and bed assignments by resident

Facility:

Logged on as: **charlieh**

Resident:  [Next](#) [Prev](#)

Refresh **New** Edit Reactivate Delete Reports Info

	ID	Bed Assigned	Payor Category	Start Date	End Date	Status
<a href="#">Select</a>	5273	200 Hall 205 - A	Medicaid Skilled	09/05/2011		H
<a href="#">Select</a>	5256	200 Hall 205 - A	Medicare	09/01/2011	09/04/2011	



## EMR Components Designed For Long Term Care

The changes are reflected in the Resident Daily Census showing Mr. Pan went to hospital on 9/5/2011 and Medicaid bed hold days have been used. The Resident Daily Census is a perpetual census that requires management to be accurate for billing purposes.

### Visual Census



Logged on as: **charlieh**

Facility:

View:

Start Date:  End Date:

Legend:

1 Medicare	2 Medicaid Skilled	3 Medicaid ICF
4 Private	5 Private Insurance	6 Hospice
7 VA	8 VA ICF	9 Evercare
A Medicare Managed Care	C Medicaid Managed Care	M Medicaid ALF
P Medicaid Pending	Q QMB	

Resident	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Candy, Cotton	X	X	X	X	X	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2H	2H	2H	2H	2H	1	1	1	1	1	1
Hehn, Charlie	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Jones, James J	1	1	1	1	2	2	2	2	2	2	2	2H	2H	2H	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
McCook, Roger D	3	3	3	3	3	3	3	3	3	3	3	3H	3H	3H	3H	3H	3H	3H	1	1	1	1	1	1	1	1	1	1	1	
McCorkleman, Roger D	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Pan, Peter	1	1	1	1	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H
Ruth, Babe	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1D	X	X	X	X	X	X	X	X	X	X	X	X	X
White, Brian P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	1	1	1	1	1	1D	X	X	X	X	1	1	1	1	1	1

**Change 2:** Mr. Pan returns from his stay at the hospital on 9/7/2011. After you click on the Manage Census button click the NEW button and make the appropriate changes. In the comment area of the Bed Assignment Record you can make any necessary comments.

**Bed Assignment Record**  
Maintain individual resident bed assignment record

Pan, Peter

Room / Bed:

Payor Category:

Clinical Status:

Effective Date:

Comment:





## EMR Components Designed For Long Term Care

The changes in the Manage Census screen are also recorded.

### Manage Census

Manage census status/history and bed assignments by resident

Facility:

Logged on as: **charlieh**

Resident:  [Next](#) [Prev](#)



Refresh
New
Edit
Reactivate
Delete
Reports
Info

	ID	Bed Assigned	Payor Category	Start Date	End Date	Status
<a href="#">Select</a>	5275	200 Hall 205 - A	Medicare	09/07/2011		
<a href="#">Select</a>	5273	200 Hall 205 - A	Medicaid Skilled	09/05/2011	09/06/2011	H
<a href="#">Select</a>	5256	200 Hall 205 - A	Medicare	09/01/2011	09/04/2011	

These changes are also reflected in the Resident Daily Census.

### Visual Census

Facility:

Logged on as: **charlieh**

View:

Start Date  End Date



Display
Info

Legend:

1 Medicare	2 Medicaid Skilled	3 Medicaid ICF
4 Private	5 Private Insurance	6 Hospice
7 VA	8 VA ICF	9 Evercare
A Medicare Managed Care	C Medicaid Managed Care	M Medicaid ALF
P Medicaid Pending	Q QMB	

Resident	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Candy, Cotton	X	X	X	X	X	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2H	2H	2H	2H	2H	1	1	1	1	1
Hehn, Charlie	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Jones, James J	1	1	1	1	2	2	2	2	2	2	2	2H	2H	2H	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
McCook, Roger D	3	3	3	3	3	3	3	3	3	3	3	3	3	3H	3H	3H	3H	3H	3H	3H	1	1	1	1	1	1	1	1	1	
McCorkleman, Roger D	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Pan, Peter	1	1	1	1	2H	2H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Ruth, Babe	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1D	X	X	X	X	X	X	X	X	X	X	X	X	
White, Brian P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	1	1	1	1	1	1D	X	X	X	X	X	1	1	1	1	

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## EMR Components Designed For Long Term Care

**Change 3:** Mr. Pan's Medicare A stay ends on 9/14/2011 and his payor category changes to Medicaid Skilled.

**Bed Assignment Record**  
Maintain individual resident bed assignment record

Save Close

Pan, Peter

Room / Bed: 200 Hall-205-A

Payor Category: Medicaid Skilled

Clinical Status: On Site

Effective Date: 9/14/2011

Comment:

The changes in the Manage Census screen are also recorded.



### Manage Census

Manage census status/history and bed assignments by resident

Facility: McCook's Long Term Care and Rehab

Logged on as: charlieh

Resident: Pan, Peter [Next](#) [Prev](#)

Refresh

New

Edit

Reactivate

Delete

Reports

Info

	ID	Bed Assigned	Payor Category	Start Date	End Date	Status
<a href="#">Select</a>	5276	200 Hall 205 - A	Medicaid Skilled	09/14/2011		
<a href="#">Select</a>	5275	200 Hall 205 - A	Medicare	09/07/2011	09/13/2011	
<a href="#">Select</a>	5273	200 Hall 205 - A	Medicaid Skilled	09/05/2011	09/06/2011	H
<a href="#">Select</a>	5256	200 Hall 205 - A	Medicare	09/01/2011	09/04/2011	

These changes are also reflected in the Resident Daily Census.

Legend:

1 Medicare	2 Medicaid Skilled	3 Medicaid ICF
4 Private	5 Private Insurance	6 Hospice
7 VA	8 VA ICF	9 Evercare
A Medicare Managed Care	C Medicaid Managed Care	M Medicaid ALF
P Medicaid Pending	Q QMB	

Resident	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Candy, Cotton	✗	✗	✗	✗	✗	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2H	2H	2H	2H	2H	1	1	1	1	1	1
Hehn, Charlie	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Jones, James J	1	1	1	1	2	2	2	2	2	2	2	2H	2H	2H	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
McCook, Roger D	3	3	3	3	3	3	3	3	3	3	3	3H	3H	3H	3H	3H	3H	3H	1	1	1	1	1	1	1	1	1	1	1	1
McCorkleman, Roger D	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Pan, Peter	1	1	1	1	2H	2H	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Ruth, Babe	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1D	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
White, Brian P	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	1	1	1	1	1	1D	✗	✗	✗	✗	✗	1	1	1	1	1

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## EMR Components Designed For Long Term Care

In addition to the Resident Daily Census record the Current Resident Location reflects these changes if the bed assignment is changed. Throughout this example Mr. Pan has been in the 200 Hall, Room 205, Bed A as shown by the screen shot below.

### Visual Census



Logged on as: **charlieh**

Facility:

View:

 Display
 Info

Green \$: Assigned to bed. Red X: Not assigned.  
Only current pending and registered residents are listed.

Resident ID	Resident Name	Status	Payor Category	Facility Area	Room	Bed
40568	Ball, Mary L	Pending				
41102	Baloney, Joey M	Pending	Medicare	100 Hall	102	A
41103	Bolomobaini, Franko	Pending	Medicare	100 Hall	102	A
41201	Candy, Cotton	Registered	Medicare	100 Hall	103	B
41132	Flintstonwe, Fred A	Pending				
40865	Head, Potatoe	Pending				
48	Hehn, Charlie	Registered	Medicaid Skilled	300 Hall	308	B
41087	Jones, Gigi & Gogo	Pending				
51	Jones, James J	Pending	Medicaid Skilled	200 Hall	202	B
41157	Lastname, Firstname A	Registered				
44	McCook, Roger D	Registered	Medicare	100 Hall	102	A
41088	McCorkleman, Roger D	Pending	Medicare	200 Hall	201	B
41171	McFoo, Amanda	Pending				
40774	Miss2011-Girl, Alice A	Pending				
41090	Mobyman, Egg	Pending				
41092	Out, Far	Pending				
41200	Pan, Peter	Registered	Medicaid Skilled	200 Hall	205	A
21	Ruth, Babe	Pending				
30	Sandler, Adam K	Pending				

**Change 4:** Mr. Pan changes rooms and the changes are logged into the system and reflected on the Current Resident Location screen.

**Bed Assignment Record**

Maintain individual resident bed assignment record

---

Pan, Peter

Room / Bed:

Payor Category:

Clinical Status:

Effective Date:

Comment:

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EMR Components Designed For Long Term Care

Changed documented to 100 Hall, Room 105, Bed B.

**Manage Census**

Manage census status/history and bed assignments by resident

Facility:

Logged on as: **charlieh**

Resident:  [Next](#) [Prev](#)

Refresh New Edit Reactivate Delete Reports Info

	ID	Bed Assigned	Payor Category	Start Date	End Date	Status
<a href="#">Select</a>	5277	100 Hall 105 - B	Medicaid Skilled	09/23/2011		
<a href="#">Select</a>	5276	200 Hall 205 - A	Medicaid Skilled	09/14/2011	09/22/2011	
<a href="#">Select</a>	5275	200 Hall 205 - A	Medicare	09/07/2011	09/13/2011	
<a href="#">Select</a>	5273	200 Hall 205 - A	Medicaid Skilled	09/05/2011	09/06/2011	H
<a href="#">Select</a>	5256	200 Hall 205 - A	Medicare	09/01/2011	09/04/2011	

Changed recorded below while no change in the Resident Daily Census.

44	McCook, Roger D	Registered	Medicare	100 Hall	102	A
41088	McCorkleman, Roger D	Pending	Medicare	200 Hall	201	B
41171	McFoo, Amanda	Pending				
40774	Miss2011-Girl, Alice A	Pending				
41090	Mobyman, Egg	Pending				
41092	Out, Far	Pending				
41200	Pan, Peter	Registered	Medicaid Skilled	100 Hall	105	B
21	Ruth, Babe	Pending				
30	Sandler, Adam K	Pending				
41089	SMitho momo, Frank	Pending				

The Room and Bed History report also records the information.

**Room & Bed History**

Page 1 of 1

Printed 10/30/2011 3:26:45 PM

McCook's Long Term Care and Rehab	Resident Location	Start Date	End Date
Ball, Mary L	100 Hall - 102 A	10/1/2011	10/9/2011
Ball, Mary L	100 Hall - 102 A	10/10/2011	10/14/2011
Ball, Mary L	100 Hall - 102 A	10/15/2011	10/19/2011
Ball, Mary L	100 Hall - 102 A	10/20/2011	10/24/2011
Ball, Mary L	100 Hall - 102 A	10/25/2011	10/30/2011
Baloney, Joey M	100 Hall - 102 A	10/25/2011	12:00:00 AM
Bolomobaini, Franko	100 Hall - 102 A	10/25/2011	12:00:00 AM
McCook IV, Roger D	100 Hall - 102 A	10/1/2010	10/31/2010
McCook IV, Roger D	100 Hall - 102 A	11/5/2010	9/12/2011
McCook IV, Roger D	100 Hall - 102 A	9/13/2011	9/19/2011
McCook IV, Roger D	100 Hall - 102 A	9/20/2011	12:00:00 AM
McCook IV, Roger D	100 Hall - 102 B	11/1/2010	11/4/2010
McCorkleman, Roger D	200 Hall - 201 B	6/21/2011	12:00:00 AM
Pan, Peter	100 Hall - 105 B	9/23/2011	12:00:00 AM
Pan, Peter	200 Hall - 205 A	9/1/2011	9/4/2011
Pan, Peter	200 Hall - 205 A	9/5/2011	9/6/2011
Pan, Peter	200 Hall - 205 A	9/7/2011	9/13/2011
Pan, Peter	200 Hall - 205 A	9/14/2011	9/22/2011
Ruth, Babe	100 Hall - 198 P	9/1/2011	9/16/2011

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EMR Components Designed For Long Term Care

Change 5: Mr. Pan is discharged on 9/25/2011.

**Bed Assignment Record**  
 Maintain individual resident bed assignment record

Save Close

Pan, Peter

Room / Bed: 100 Hall-105-B  
 Payor Category: Medicaid Skilled  
 Clinical Status: Discharged  
 Effective Date: 9/25/2011  
 Comment:

Changed documented to show the discharge.

Manage Census



Manage census status/history and bed assignments by resident

Facility: McCook's Long Term Care and Rehab

Logged on as: charlieh

Resident: Pan, Peter [Next](#) [Prev](#)

Refresh

New

Edit

Reactivate

Delete

Reports

Info

	ID	Bed Assigned	Payor Category	Start Date	End Date	Status
<a href="#">Select</a>	5277	100 Hall 105 - B	Medicaid Skilled	09/23/2011	09/24/2011	D
<a href="#">Select</a>	5276	200 Hall 205 - A	Medicaid Skilled	09/14/2011	09/22/2011	
<a href="#">Select</a>	5275	200 Hall 205 - A	Medicare	09/07/2011	09/13/2011	
<a href="#">Select</a>	5273	200 Hall 205 - A	Medicaid Skilled	09/05/2011	09/06/2011	H
<a href="#">Select</a>	5256	200 Hall 205 - A	Medicare	09/01/2011	09/04/2011	

Discharge documented in Resident Daily Census. This census is used for billing purposes and a discharge here does not affect the completion of assessments.

Legend:

1 Medicare	2 Medicaid Skilled	3 Medicaid ICF
4 Private	5 Private Insurance	6 Hospice
7 VA	8 VA ICF	9 Evercare
A Medicare Managed Care	C Medicaid Managed Care	M Medicaid ALF
P Medicaid Pending	Q QMB	

Resident	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Candy, Cotton	⊗	⊗	⊗	⊗	⊗	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2H	2H	2H	2H	2H	1	1	1	1	1	1
Hehn, Charlie	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Jones, James J	1	1	1	1	2	2	2	2	2	2	2	2H	2H	2H	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
McCook, Roger D	3	3	3	3	3	3	3	3	3	3	3	3	3H	3H	3H	3H	3H	3H	3H	1	1	1	1	1	1	1	1	1	1	1
McCorkleman, Roger D	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Pan, Peter	1	1	1	1	2H	2H	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2D	⊗	⊗	⊗	⊗	⊗	⊗
Ruth, Babe	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1D	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
White, Brian P	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗	1	1	1	1	1	1D	⊗	⊗	⊗	⊗	1	1	1	1	1	1

On the WEB  
www.medeasyinc.com

Solution Questions  
info@medeasyinc.com

Support Questions  
support@medeasyinc.com



## EMR Components Designed For Long Term Care

**Change 6:** Mr. Pan's discharged was entered incorrectly and needs to be corrected as the actual date was 9/24/2011 not 9/25/2011. Select the most recent record and click the Reactivate button.

### Manage Census



Manage census status/history and bed assignments by resident

Facility:

Logged on as: **charlieh**

Resident:  [Next](#) [Prev](#)

Refresh

New

Edit

Reactivate

Delete

Reports

Info

	ID	Bed Assigned	Payor Category	Start Date	End Date	Status
<a href="#">Select</a>	5277	100 Hall 105 - B	Medicaid Skilled	09/23/2011	09/24/2011	D
<a href="#">Select</a>	5276	200 Hall 205 - A	Medicaid Skilled	09/14/2011	09/22/2011	
<a href="#">Select</a>	5275	200 Hall 205 - A	Medicare	09/07/2011	09/13/2011	
<a href="#">Select</a>	5273	200 Hall 205 - A	Medicaid Skilled	09/05/2011	09/06/2011	H
<a href="#">Select</a>	5256	200 Hall 205 - A	Medicare	09/01/2011	09/04/2011	

The record is freed up. Now select the record and repeat the discharge for the correct date.

### Manage Census



Manage census status/history and bed assignments by resident

Facility:

Logged on as: **charlieh**

Resident:  [Next](#) [Prev](#)

Refresh

New

Edit

Reactivate

Delete

Reports

Info

	ID	Bed Assigned	Payor Category	Start Date	End Date	Status
<a href="#">Select</a>	5279	100 Hall 105 - B	Medicaid Skilled	09/23/2011		
<a href="#">Select</a>	5276	200 Hall 205 - A	Medicaid Skilled	09/14/2011	09/22/2011	
<a href="#">Select</a>	5275	200 Hall 205 - A	Medicare	09/07/2011	09/13/2011	
<a href="#">Select</a>	5273	200 Hall 205 - A	Medicaid Skilled	09/05/2011	09/06/2011	H
<a href="#">Select</a>	5256	200 Hall 205 - A	Medicare	09/01/2011	09/04/2011	



## EMR Components Designed For Long Term Care

**Change 7:** Mr. Pan's discharged was entered incorrectly and needs to be deleted as the wrong resident was selected for the discharge. Select the most recent record and click the DELETE button.

### Manage Census



Manage census status/history and bed assignments by resident

Facility:

Logged on as: **charlieh**

Resident:  [Next](#) [Prev](#)

Refresh

New

Edit

Reactivate

Delete

Reports

Info

	ID	Bed Assigned	Payor Category	Start Date	End Date	Status
<a href="#">Select</a>	5277	100 Hall 105 - B	Medicaid Skilled	09/23/2011	09/24/2011	D
<a href="#">Select</a>	5276	200 Hall 205 - A	Medicaid Skilled	09/14/2011	09/22/2011	
<a href="#">Select</a>	5275	200 Hall 205 - A	Medicare	09/07/2011	09/13/2011	
<a href="#">Select</a>	5273	200 Hall 205 - A	Medicaid Skilled	09/05/2011	09/06/2011	H
<a href="#">Select</a>	5256	200 Hall 205 - A	Medicare	09/01/2011	09/04/2011	

When deleting a census record you will be asked to confirm the deletion.

#### Bed Assignment Record

Maintain individual resident bed assignment record

Pan, Peter

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Room / Bed:

Payor Category:

Clinical Status:

Effective Date:

Comment:



## EMR Components Designed For Long Term Care

**Editing Data:** Editing data is available for changing incorrect entries in Payor Category or Room and Bed Assignment. Dates cannot be edited. If a date is incorrect follow the procedures for reactivated and deleting a record.

**Info:** Click on the Medeasy Man for quick prompts on how to use this section. You can also click on the Financial Training link is also available for this and other tutorials.

### Bed Assignment Information

Additional Info on the topic of this form

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#### DEFINITION

The Bed Assignment form is the main tool for changing bed status for a resident. Use this form to assign a resident to a bed, transfer them to a different bed, put the bed on hold while they are on hospital or therapeutic leave, or discharge them from the current bed.

Here are some helpful hints:

- Normally you will add entries. The only time you should edit or delete an existing entry is if it was entered with an error. There are restrictions on editing and deletion. You cannot edit an effective date or a clinical status. You can only delete the last record in the sequence. Therefore, to revise a previous record, you may have to delete several records and reconstruct the history to get it right.
- To assign a resident to a bed, select NEW, select the bed in the dropdown list, select the clinical status of On-Site and enter the effective date. If there is an existing active bed assignment, it will be closed off as of the day before the new effective date.
- To put a bed on hold while the resident is on hospital or therapeutic leave, select NEW, make sure the pre-selected bed is the one they are currently assigned to, select the appropriate payor category, select a leave type (Hospital Leave or Therapeutic Leave). This entry will close off any previous active bed assignment and add a new record showing the bed on hold while the resident is on leave.
- To discharge a resident from a bed, select NEW, make sure the pre-selected bed is the one they are currently assigned to, select the Discharged clinical status. The resident will be removed from the bed on the effective date.
- A discharge record cannot be saved unless there is an existing active bed assignment to update. The bed on the discharge type record must match an active bed assignment.
- When you save a discharge type record, you will notice a new record has not actually been added. The existing active bed assignment record has been closed off as of the effective date of the discharge.
- Sometimes you need to reactivate a record. To qualify, a record must be the last in the sequence and must have an end date (if the end date is empty, it is already active). To reactivate, select it and click the Reactivate button. The end date will be removed.
- **Training Link - [Financial Training](#)**