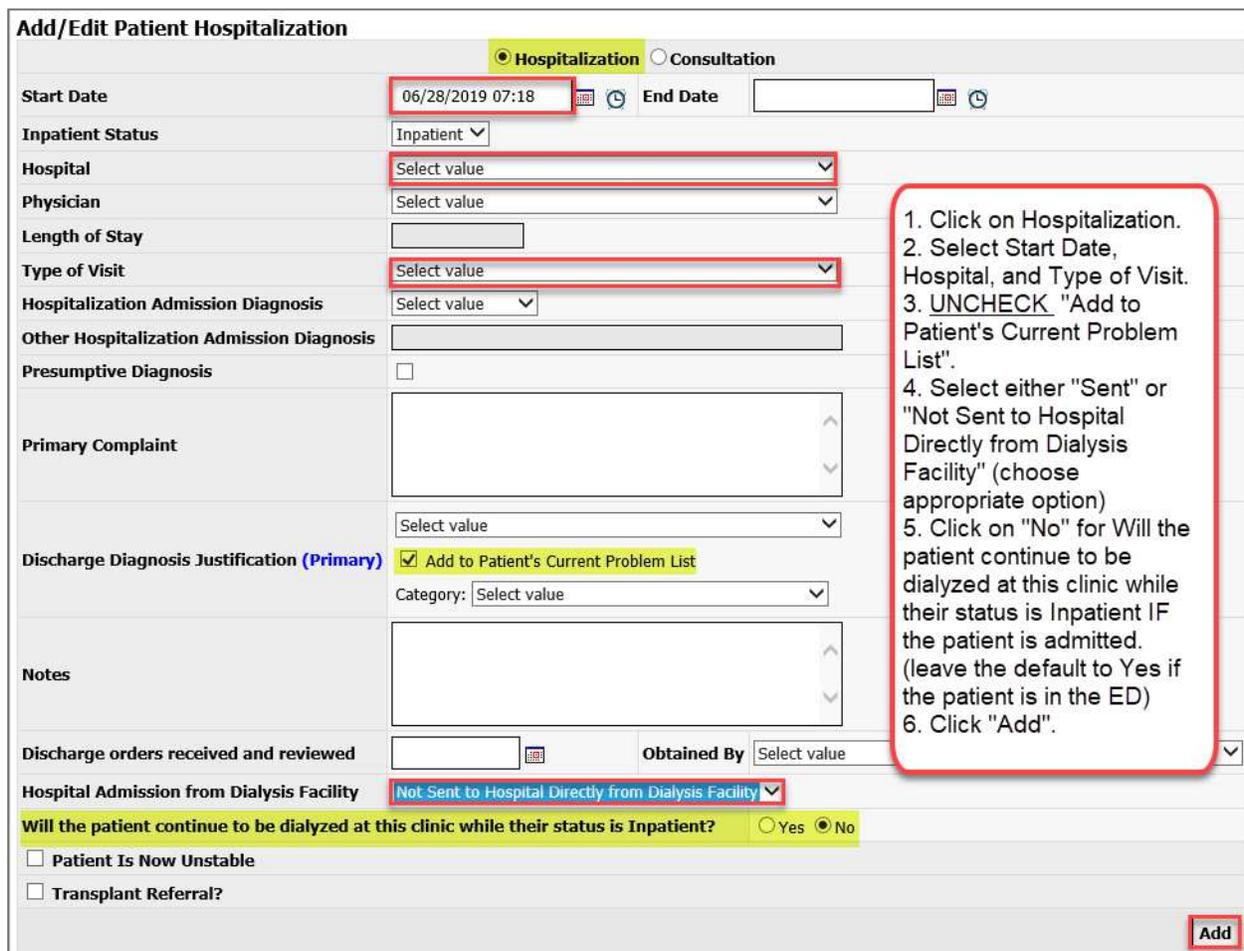


# Entering Hospitalizations in Clarity

Hospitalizations will begin populating Clarity 8/12/19. We will continue to receive faxes from EDIE/PreManage until the end of September. The only hospitalizations that will need to be entered manually are hospitalizations that occur out-of-state. The instructions below list the steps to document the hospitalization information in Clarity.

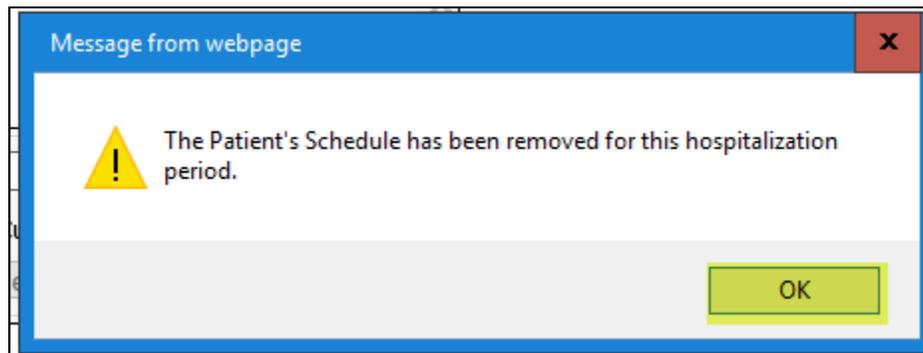


Once the form is opened, the following fields need to be addressed.



1. Click on Hospitalization.
2. Select Start Date, Hospital, and Type of Visit.
3. UNCHECK "Add to Patient's Current Problem List".
4. Select either "Sent" or "Not Sent to Hospital Directly from Dialysis Facility" (choose appropriate option)
5. Click on "No" for Will the patient continue to be dialyzed at this clinic while their status is Inpatient IF the patient is admitted. (leave the default to Yes if the patient is in the ED)
6. Click "Add".

You will see the following pop-up when you submit the form.



When you click "OK", it does NOT remove their entire schedule, just the timeframe of the hospitalization.

#### KEY POINTS ABOUT DOCUMENTING HOSPITALIZATIONS

- Whenever this form is opened and you add any documentation, the "Add to Patient's Current Problem List" will default as checked, and you will need to uncheck it before submitting the form.
  - This is true even for the hospitalizations that are auto-populated
- When a discharge date is entered, the length of stay (LOS) will auto-calculate.
  - LOS auto-calculates based on the calendar day, so stays that occur over midnight (but are less than 24 hours) will show as 1
- The Inpatient Status always defaults to "Inpatient". The "Type of Visit" is where you indicate an Emergency Department visit.
- BE SURE TO ENTER A MISSED TREATMENT IF YOUR PATIENT MISSES A RUN
- Clinics should run the "Clinic Hospitalizations – Short Form" to track hospitalizations
- **Hospitalizations that auto-populate that result in an inpatient admission need to have the form updated with:**
  - "Sent" or "Not Sent to Hospital Directly from Dialysis Facility"
  - "No" for Will the patient be dialyzed at this clinic while their status is Inpatient?