

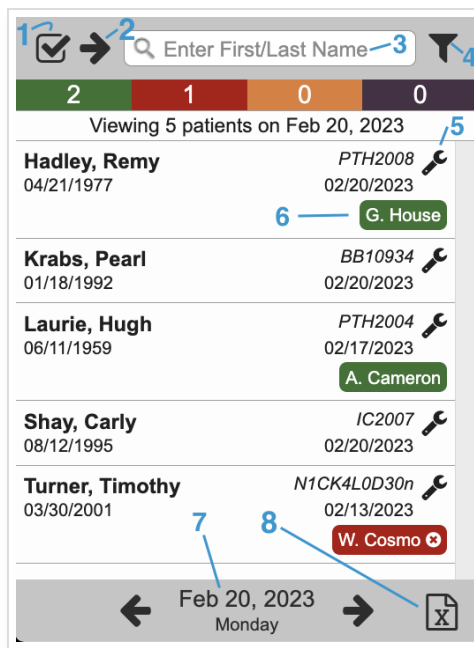
Census Navigation

Last Modified on 03/16/2023 11:02 am CDT

The census provides the ability to see a group's active patient list: who is assigned to a patient, which patients have missing charges versus charges entered, flags, and more.

- You will find the Census via Menu > Census

Census (Collapsed)



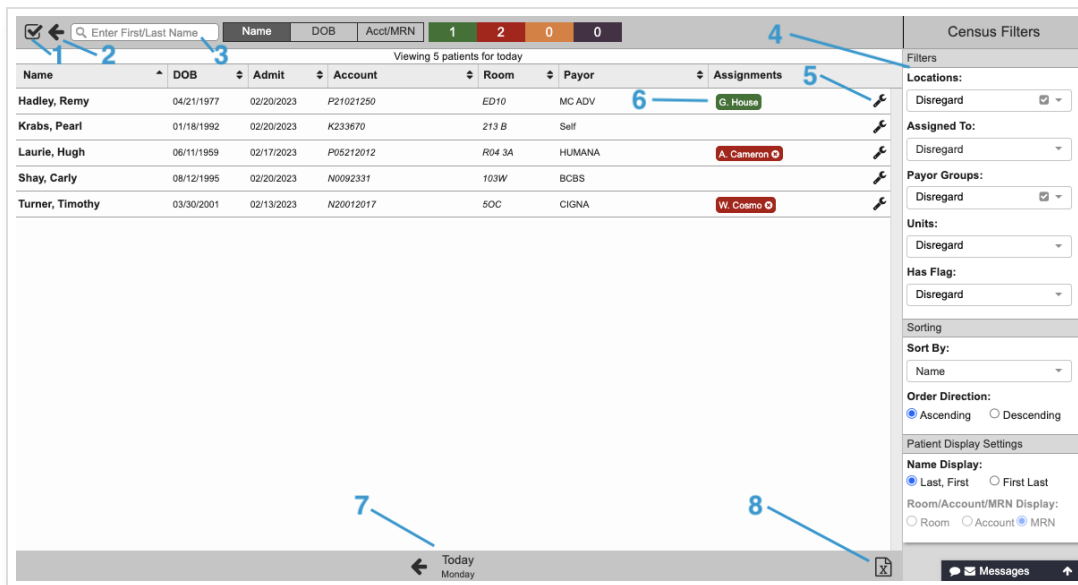
Action Key

1. Assignments	5. Wrench/Action (manage flags, link patient to message)
2. Expanded Census	6. Provider Assignment
3. Census Search	7. Calendar
4. Census Filters	8. Export to Excel

Color Key

Green	Charge entered
Red	Missing charge
Orange	Not seen
Purple	Requires edit; charges held

Census (Expanded)

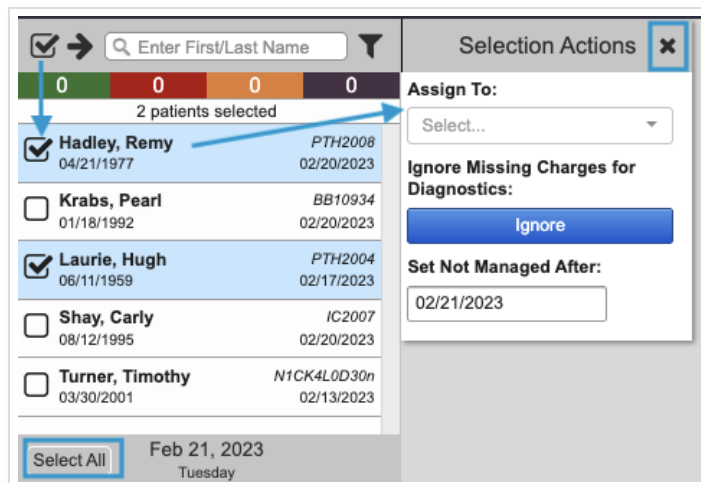


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Census Assignments

To assign providers to patients, click the check box located left of the census search, then select patients. After one or more patients are selected, pick one of the following actions:



Action Key

Assign To: copy prior day assignments or assign patients to a provider via a drop-down list
Ignore Missing Charges: this will excuse missing charges for the selected patients on your active day of service
Set Not Managed After: this will remove all checked patients from the census after the selected date



Tip 1: To select all patients, click *Select All* (left of date)

Tip 2: To close census assignments, click the *X* icon on the actions menu

Census Search

- Census Search provides the ability to search for patients on your active group's census. Your active group will be shown in the top header.

Name	DOB	Acct/MRN
0	0	0
Viewing 4 patients for today		
Hadley, Remy 04/21/1977		PTH2008 02/20/2023
Krabs, Pearl 01/18/1992		BB10934 02/20/2023
Laurie, Hugh 06/11/1959		PTH2004 02/17/2023
Turner, Timothy 03/30/2001		N1CK4L0D30n 02/13/2023

Today
Thursday

Search All Patients

- To search all patients/visits for a location, click the *Magnifying Glass* located in the top header. This search option will look for patients assigned to your group and any historical visits at a given location.



- After selecting the magnifying glass, a search window will appear asking for the patient's information. Note: if the patient's admit date was greater than two weeks ago, be sure the admit date is filled in.

Search

Visit Search Patient Database Search Case Search

Name Account/MRN Date of Birth Admit Date

Searching Last 2 Weeks

Patients Outside Group's Service

Pick a location below to look for patient visits not in your service:

Select location...

Use the filters above to search

- If a normal census search does not yield results, select the *Continue Searching* option. This will present the option to search for all patients.

continue searching

Name	DOB	Acct/MRN
0	0	0

Viewing 0 patients for today

No patients for the current filter settings

Continue Searching >>

Today Wednesday

- If the continue searching option yields no results, an Advanced Search will broaden the search criteria to find the patient.

Search

Name Account/MRN Date of Birth Admit Date

Advanced Search account 01/01/2000 01/01/2023

Patients Outside Group's Service 0

Pick a location below to look for patient visits not in your service:

Princeton-Plainsboro Teaching Hospital

No Results

Still not found? Advanced Search at Princeton-Plainsboro Teaching Hospital >

Census Filters

Census filters provide the ability to change what information is displayed on the census. The census can be filtered or sorted using one or more of the following actions:

Action Key

<div data-bbox="327 398 657 1348"><h4>Census Filters ✕</h4><p>Filters</p><p>Locations: <input type="text" value="Disregard"/> <input checked="" type="checkbox"/> ▼</p><p>Assigned To: <input type="text" value="Disregard"/> ▼</p><p>Payor Groups: <input type="text" value="Disregard"/> <input checked="" type="checkbox"/> ▼</p><p>Units: <input type="text" value="Disregard"/> ▼</p><p>Has Flag: <input type="text" value="Disregard"/> ▼</p><p>Sorting</p><p>Sort By: <input type="text" value="Name"/> ▼</p><p>Order Direction: <input checked="" type="radio"/> Ascending <input type="radio"/> Descending</p><p>Patient Display Settings</p><p>Name Display: <input checked="" type="radio"/> Last, First <input type="radio"/> First Last</p><p>Room/Account/MRN Display: <input type="radio"/> Room <input type="radio"/> Account <input checked="" type="radio"/> MRN</p></div>	<ul style="list-style-type: none">• Locations: To add, remove, or multi-select locations• Assigned To: View assigned patients, unassigned patients, patients assigned to a provider, and more. Note: selecting Disregard will show all patients• Payor Groups: Filter the census base on payor group(s)• Units: Filter by facility unit• Has Flag: Filter the census based on a type of flag(s)• Sort By: Sort patients on the census by Admit Date, Last Consult Time, Name, Payor, Room/Bed, or Unit• Order Direction: Change the census direction from Ascending to Descending (or vice versa)• Name Display: Display names by last/first name or first/last name• Room/Account/MRN Display: Show the patient's room, account, or MRN on the census
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