

# How to Manage the Information Post under e-Financial

e-ADT activities such as Admission, Discharge, Transfer, Re-entry and/or Date changes do get transferred and communicated to e-Financial. These updates are placed in the [Information Post Financial Bulletin](#). See below

The financial user has to take action as they appear on the Financial Bulletin list.

## Discharge Notification:

1. Click on the client name in order to manage the task

The screenshot displays the e-Financial 'Information Post' interface. The navigation menu includes Home, e-ADT, e-Assessments, e-Plan, e-Notes, e-MAR, e-Financials (highlighted), POC, Wound Tracker, e-Reports, Settings, My Account, and Admin. Under 'Information Post', there are links for Resident Process, Billing Process, Trust Process, and Facility Setup. The 'Financial Bulletin' section includes a link for Central Client Index. Below this is a 'Bulletin' section with 'Operational Statistics' and 'Current Accounting Session date' (2013-09-27). The 'RBT HotList' section features a 'Find Client' search box with a 'Selection Filter' set to 'All' and a search input field. Below the search box is a table with the following data:

Full Name	Chart Number	Type	Health Sector	Status	Scheduled Date	Currently Editing By
Bryan, Sara	C91	Admission Date Change Notification	Long Term Care	Scheduled	2013-08-22	
Storme, Sandy	C88	Discharge Notification	Long Term Care	Scheduled	2013-08-15	

At the bottom right of the page, it says '\* B S Showing 1 - 2 of 2 Page 1 of 1'.

2. The client billing information opens as shown below; here there are two situations to consider:
  - If the client is coming back to the facility and billing will continue, simply click on 'Complete Notification Even'. This action will clear the client name from the bulletin list.

ADT History  
 Episode 2665  
 Admission - 2012-10-30 03:04:00 PM  
 Discharge - Inpatient Acute Care Service - 2013-08-15 12:39:00 PM

Service Charges

Recalculate | Complete Notification Event

Accommodation Charges

New Accommodation Charge

Accommodation Charge Name	Start Date	End Date	Effective Period Rate	Effective Rate Per Day	Resident Amount	Resident Daily Amount	Subsidy Amount	Subsidy Daily Amount
P	2013-06-01		2221.64	73.04	1946.64	64.00	275.00	9.04
Short Stay	2012-10-30	2012-11-15	0.00	35.63	0.00	35.63	0.00	0.00

Showing 1 - 2 of 2 Page 1 of 1

- If the client is NOT coming back and you want to end the billing, click on the current Accommodation charge, i.e. P – 2013-06-01 from the above screen. The following window opens

Accommodation Charge Detail -- Webpage Dialog

http://train.mede-care.ca/eCareIV//RBT/ResidentProcesses/RBTControlLoader.aspx?winTitle=winTitleAccommodationCharges&controlPath=/eCareIV//RBT/ResidentProcesses/Controls/RBTAccommodationC

**Service and Charge Details**

Service Type	Service Name	Service Start Date	Service End Date	Save	Delete
Accommodation	P	2013-06-01	2013-08-15		

Bill in Advance

**Service Charge Amount**

	Period Rate	Daily Rate
Basic Amount	1674.14	55.04
Preferred Amount	547.50	18.00
Resident Amount	2221.64	73.04
Amount Per Period	2221.64	73.04

Quantity: 1.00

Do not charge last day

Stop Billing rule: 1 - Service Charge End Date

**Allocation Payer for Charge**

New Payer

Payer Name	Period Amount	Period Percentage	Daily Amount	Daily Percentage	Upset Amount	Actions
Sandy Storme	1946.64	87.62	64.00	87.62	0	
DVA	275.00	12.38	9.04	12.38	0	Open   Delete

3. By default the Discharge date is selected as **Service End Date**; however, the date can be edited to reflect billing end date.
  - Option: 'Do not charge last day'
4. Click on '**Save**', then close this window
5. Click on '**Complete Notification Event**' to clear the client name from the Bulletin list.

