

UB04 Box 14 - How to add type of admission to an institutional claim

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Box 14 of the UB04 institutional claim form requires a description of the patient's type of admission. You can quickly add this information via the patient's encounter under your Live Claims Feed.

1. Navigate to **Billing > Live Claims Feed > Inside the patient's encounter > Right side of the screen > Info tab.**

The screenshot shows the 'Info' tab of the UB04 institutional claim form. The 'Type of Admission' field is highlighted with a red box. The form includes the following fields:

- Claim Type (dropdown)
- Facility Type (dropdown) UB04 box 4
- Care Type (dropdown) UB04 box 4
- Billing Sequences (dropdown) UB04 box 4
- Stm Cover Period (text input) UB04 box 6
- Adm Date & Hour (text input) UB04 box 12 - 13
- Type of Admission (dropdown) UB04 box 14**
- Point of Origin (dropdown) UB04 box 15
- Discharge Hour (text input) UB04 box 16
- Pt Discharge St (dropdown) UB04 box 17
- Principal Dx Code (text input) UB04 box 67
- Admitting Dx Code (text input) UB04 box 69
- Reason for Visit (DX A, DX B, DX C dropdowns) UB04 box 70
- Exter Cause of Inj (DX A, DX B, DX C dropdowns) UB04 box 72
- Remarks (text area) UB04 box 80

The options under the drop-down include:

1. Emergency
2. Urgent
3. Elective
4. Newborn
5. Trauma
9. Information not available

