

# [Billing DVA Community Nursing \(Clinic\)](#)

So you're ready to bill DVA community nursing patients. Follow along to learn how.

It all starts with patients so click on the **Patients** tab and select a patient.

Next, before you bill, you will need to enter the dates for the 28 day cycle. Click on the **Other** tab on the patient's record and enter the **admission date** as well as the start date of the 28 day cycle.

The screenshot shows a patient record for '121 - CITIZEN, John'. At the top, a navigation bar contains tabs: Patient Details, Other (highlighted with a red box), Appointments, Recalls, Accounts, Episodes, Communication, and Documents. Below this, the patient's details are displayed in a form. The 'Patient Details' tab is active, showing fields for Patient # (121), File Num, External ID (121), Title, Gender, First Name (John), Last Name (CITIZEN), Pref. Name, Address, Suburb, State, Postcode, Date of Birth, Age, Mobile, Home, and Work phone numbers. A blue question mark icon is visible next to the First Name field. On the right side, there are additional tabs for 'Health' and 'Other'.

Once finished, hit **Save**.



At this point, you are ready to bill.

However, it is a good idea to first run the **Online Patient Verification** to ensure the correct patient details are entered, as they are known to DVA.

To learn more about the Online Patient Verification, [Click here](#)

When you're ready to bill, click on the **Bill Patient** button *or hit 'B' on your keyboard* as a shortcut!

While you may notice that there are more fields than shown above, for **Community Nursing**, we will only be focusing on a few.

Please note that most of these fields are drop down menus.

- **Location:** the location where the service took place. If you only have one, it will be defaulted
- **Practitioner:** the practitioner who performed the service. If you only have one, it will be defaulted
- **DOS:** date of service
- **Referring Doctor**

**Note:** The **Bill Type** will automatically be selected as **Veterans**, given the patient has a veterans card number on their record.

Additionally, If you only have one location and practitioner setup in the system, these too will automatically be selected. This is usually the case for most community nursing organisations.

So, all you need to enter is the **Date of Service** (DOS). The date in this field will always be prefilled as *today's date*. Therefore, in almost all cases, you will need to change this date. The date of service should be the *first day* of the 28 day claiming cycle.

[For more information on this, click here to read more on the DVA website](#)

MRN 121		Patient CITIZEN, John	
Location			
Eccles			
Practitioner			
ECCLES UNIT, Nursing			
DOS		Hospital	
21/08/2020	<input type="checkbox"/> In Hospital		
Bill Type		Type	
Veterans			
Fee Level		Known Gap	
Level 1 - MBS		<input type="checkbox"/> Known Gap	0.00

**Referral**

Referral Flag			
Previous Referrals			
Referring Doctor		ADD REFERRING DOCTOR	Referral To
TEST, Test Dr x			
Referral Date	Period	First Consult	<input type="checkbox"/> Site Referral (global)
01/07/2020	12		
<a href="#">ADD ANOTHER REFERRAL</a>			

**Conditional:** if you have entered a referral on the patient’s record and do not see it in the billing screen, you may click on the **‘Previous Referrals’** drop down to view all previous entered referrals and select the desired one.

Once you have filled in the above fields, click on the **Add Items** button. You’re nearly done!



You will now be presented with a pop up asking you to enter the nursing hours for this period of care (current 28 day cycle). Enter your nursing hours and hit **‘Save’**.

**Note:** hours are only required to be reported when *core items* are billed. They are not required if you are billing *consumables* only.

That said, if you are **not** billing your core items with the consumables, you will need to bill the core items *first*, before billing the consumables to avoid rejections.

**Community Nursing Information**

Admission Date: 22/10/2018      Discharge Date:

**Clinical Nurse Consultant (CNC)**  
Hours:       Visits:   
Minutes:

**Enrolled Nurse (EN)**  
Hours:       Visits:   
Minutes:

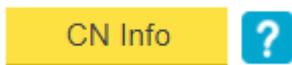
**Nursing Support Staff (NSS)**  
Hours:       Visits:   
Minutes:

**Registered Nurse (RN)**  
Hours:       Visits:   
Minutes:

**Break in Episode**  
Type:

Forgotten to add some hours, or want to check what you've entered? You can invoke the nursing hours pop up again by hitting the **'CN Info'** button.



Next, go ahead and enter your desired item(s) in the below field:

DOS	Item	Description
11/08/2020 <input type="text"/>	<input type="text"/>	

Once you have entered all your desired items, click on:

- **Review Charges**
- **Save**

All done! A batch has now been created within **Claiming - Medical** and will be ready to send off.

*If you do not know how to send a batch, see our handy guide [here!](#)*