

[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.

121 - CITIZEN, John

Patient Details **Other** Appointments Recalls Accounts Episodes Communication Documents

Patient Details

Patient #	121	File Num		External ID	121
Title		Gender			
First Name	John		?	Mi	
Last Name	CITIZEN				
Pref. Name					
Address					
Suburb		State		Postcode	
Mailing Address					
Suburb		State		Postcode	
Date of Birth		Age		DOB Estimate	<input type="checkbox"/>
Mobile		Home	() -	Work	() -
Email					

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		
ADD ANOTHER REFERRAL			

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.

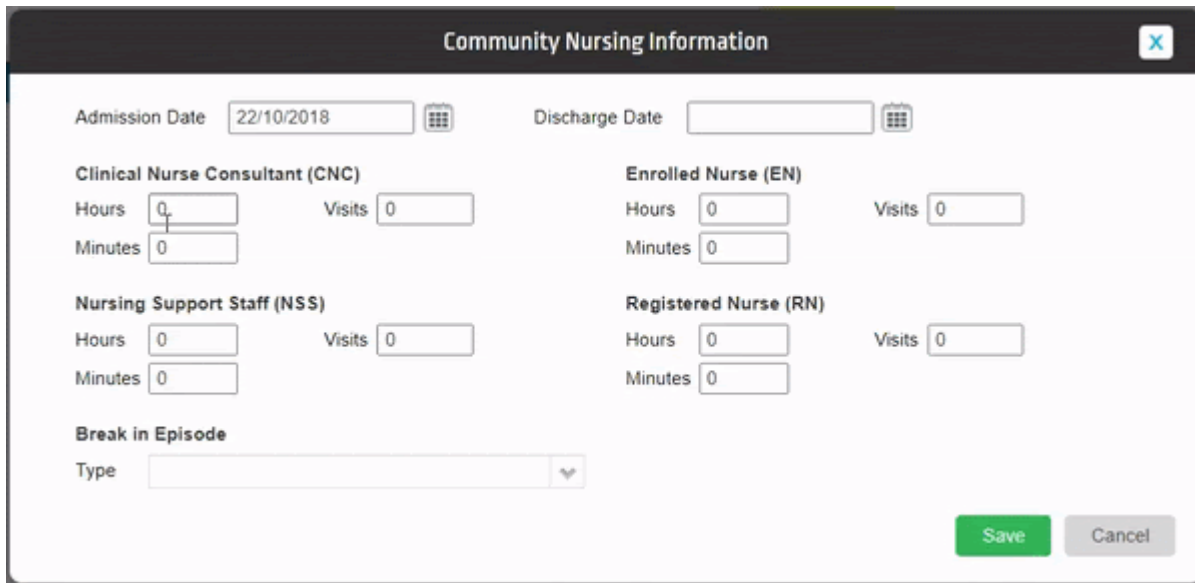
Once you have filled in the above fields, click on the **Add Items** button. You’re nearly done!



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.

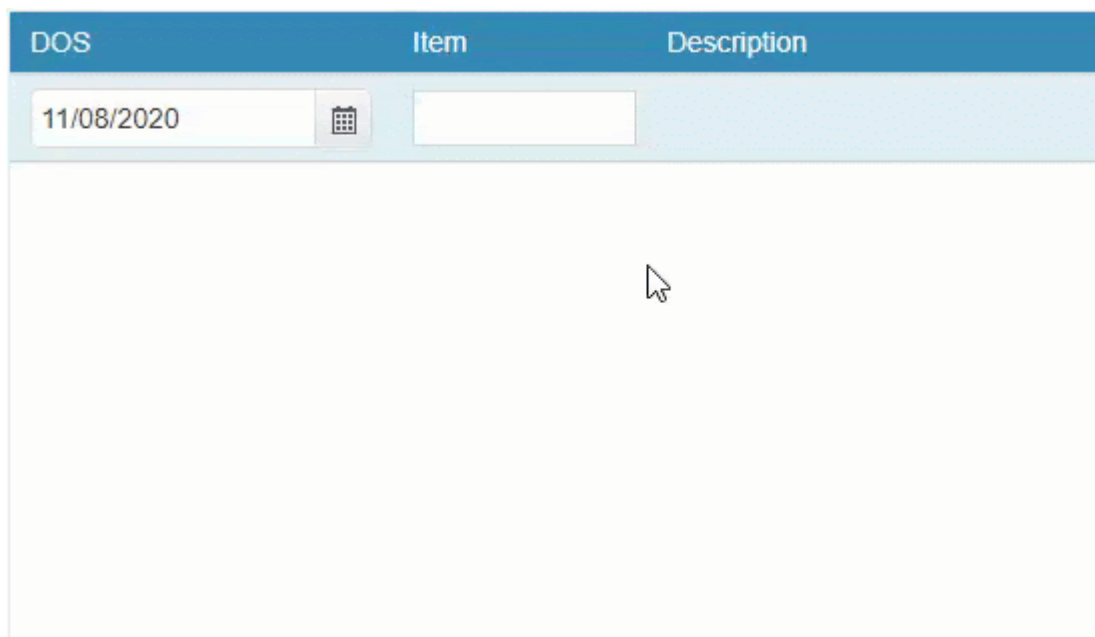


The image shows a software window titled "Community Nursing Information". It contains several input fields for patient information and nursing care. At the top, there are "Admission Date" (set to 22/10/2018) and "Discharge Date" fields, each with a calendar icon. Below these are four categories of nursing staff: "Clinical Nurse Consultant (CNC)", "Enrolled Nurse (EN)", "Nursing Support Staff (NSS)", and "Registered Nurse (RN)". Each category has "Hours" and "Minutes" input boxes (with a cursor in the CNC Hours box) and "Visits" input boxes. At the bottom, there is a "Break in Episode" section with a "Type" dropdown menu. "Save" and "Cancel" buttons are located in the bottom right corner.

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:



The image shows a table with three columns: "DOS", "Item", and "Description". The "DOS" column contains a date input field with "11/08/2020" and a calendar icon. The "Item" column contains an empty input field. The "Description" column is empty. A mouse cursor is visible over the empty area below the table.

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!](#)