

Clinic Bulk Billing

Set up your patient and ready to bill? Read ahead to find out how to submit claims to **Medicare** via **Bulk Billing**.

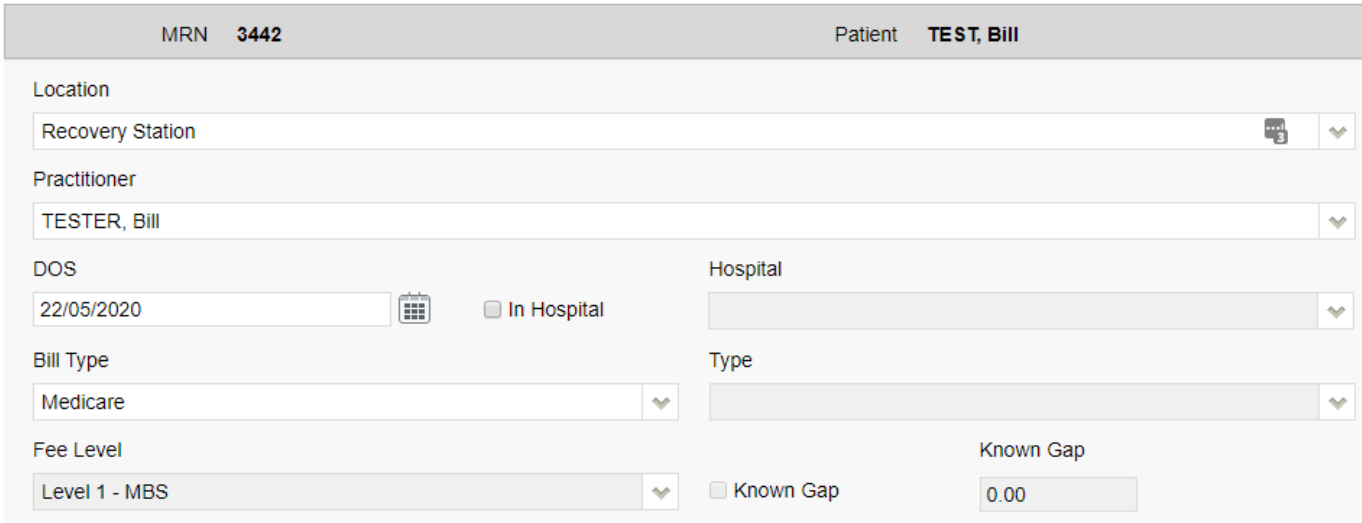
Important Note: If you have not submitted an **Online Patient Verification (OPV)** yet for your patient, or you do not know how, see our wiki page [here!](#)

To get started, from the **Patient Record**, we are going to click on the **Bill Patient** button.

A rectangular button with rounded corners, light blue background, and the text "Bill Patient" in a darker blue font.

You can also use the hotkey 'B'!

This will take you to the **Clinical Billing** page

A screenshot of a web form for clinical billing. At the top, it shows "MRN 3442" and "Patient TEST, Bill". The form has several sections: "Location" with a dropdown menu showing "Recovery Station"; "Practitioner" with a dropdown menu showing "TESTER, Bill"; "DOS" (Date of Service) with a date field set to "22/05/2020" and a calendar icon, and an "In Hospital" checkbox; "Hospital" with a dropdown menu; "Bill Type" with a dropdown menu showing "Medicare"; "Type" with a dropdown menu; "Fee Level" with a dropdown menu showing "Level 1 - MBS"; and "Known Gap" with a checkbox and a text field showing "0.00".

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

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

- **Location:** The Location the service took place. If you only have one it will be defaulted.
- **Practitioner:** The Practitioner who performed the service.
- **DOS:** The Date of Service.
- **In Hospital:** A tick-box to indicate if this service was performed in a Hospital. If you select this the **Hospital** drop down menu becomes active, allowing you to select the Hospital.

The last step before we can begin our billing is to enter any needed referral information. If this does not apply to you, skip to the next section: **Adding Items**

Otherwise, simply fill out the **Referral** section as seen below. If you only have one referring doctor for this patient, they will be automatically selected here (provided it has not expired)

Referral

Referral Flag

Previous Referrals

Referring Doctor ADD REFERRING DOCTOR Referral To

TESTER, Marko x TESTER, Dr Bill x

Referral Date Period First Consult Site Referral (global)

[ADD ANOTHER REFERRAL](#)

Once you are done with the above segments, click on the green **Add Items** button in the bottom right hand corner of your screen.



Clinic Billing

You will arrive at the **Clinic Billing** page. Here we can see a brief overview of previous information for the patient, and where we can bill an invoice.

Billing is as easy as typing in the item you need and selecting it. There are two different ways to search for the item as shown below:

- **Search for the item number itself.**
- **Search for a word in the description. This can either be at the start, or anywhere within the description!**

DOS	Item	Description
	<input type="text"/>	

Remember for **Bulk Billing** the **Date of Service (DOS)** cannot be changed in an invoice.

Once you have entered all your items as desired, click on the **Review Charges** button to proceed to the final page of billing.

[Review Charges](#)

Clinic Review Charges

You may notice that this page looks nearly identical to the previous **Clinic Billing** page. The only real difference is that you can no longer add or change items, and there are additional buttons at the bottom.

You will also be able to see the **Total Charges** for the items you have billed like so:

Total Charges	\$94.75	Total GST	\$0.00
Total Rebate	\$94.75	Out of Pocket	\$0.00

There are a few different options on this screen:

[Edit Item And Charges](#)

Cancel

Save

Save & Print

- **Edit Item And Charges:** Realised you have made a mistake? click this button to go back to the previous page and fix it up!
- **Cancel:** Cancel out of this billing, this will take you back to the **Patient Screen**.
- **Save:** Save this invoice, send it to the **Claiming Medical** section, ready to send. If **Save & Print** is selected, it will also be printed.

All done! The invoice has now been saved within a **Batch** and is now ready to be sent.