## **Health Fund Fees (Clinic)**

**Disclaimer**: Altura Health recommends periodically checking these settings to ensure they are correct. Your fees will **<u>not</u>** update if these settings are incorrect. You are responsible for maintaining and ensuring these fees are set up correctly.

Tired of updating your Health Fund Fees every time a change occurs?

If Fydo is setup correctly, your health fund fees will automatically be updated! Simply follow this quick 5 minute guide, and never worry about your fees again!

First, lets head to **Settings**, found on the bottom left hand side of Fydo.



Then select Fee Levels, found underneath Fee Management



#### **Fee Levels**

You will now arrive at the **Fee Levels** settings. This page displays all of the current Fee Levels within Fydo, and lets you edit them as needed.

Now, lets select **Edit** from the top right hand corner of the page.



To setup automatic fee updates, we just need to change a few settings for each health fund.

- Fund
- State (If Applicable)
- Fee Type (If Applicable)

Level ↓	Description	Gap Amount	Threshold	Fund	State		Fee Туре	Status
0	DVA In-hospital	0.00	01/11/2019		*	٧	*	
1	MBS 100%	0.00	01/11/2019		*	٧	*	
2	Workers Comp	0.00	01/11/2019		*	*	*	
3	hcf no gap	0.00	01/07/2020	HCF	*	*	No Gap 😽	
4	hcf with gap	0.00	01/07/2020	HCF	*	۷	Gap / Known Gap 🛛 😽	
5	ahsa nsw	0.00	01/07/2020	AHS	✓ NSW	*	*	
6	medibank	0.00	01/07/2020	MPL	*	٧	•	

**Fund -** This is a simple one, simply select the corresponding fund from the list. In the above case, I selected **HCF** for both of my HCF fee levels, **AHS** for my Alliance (AHSA) fee level and **MPL** for my Medibank Private level.

**State -** This will only apply to **Alliance (AHSA), BUPA and GU Health.** Select the state you require fees for. In the above case, I opted for the **NSW** fees.

**Fee Type -** This will only apply to **HCF and HBF.** Simply select if you need the **No Gap** or the **Known Gap** fees. In the above case, I have a fee level for both, though you may only have one.

Once you have completed the above, click the **Save** button.



All done! You can now rest easy, while we take care of the rest. Your Health Fund fees will automatically update as soon as we have the latest fees, usually every 2-3 months.

**Disclaimer**: ACSS recommends periodically checking these settings to ensure they are correct. Your fees will **<u>not</u>** update if these settings are incorrect. You are responsible for maintaining and ensuring these fees are set up correctly.

You can find the fees that Fydo will import *here.* 

## **Medicare and Fund Contacts - Dealing with** <u>**Rejections</u></u></u>**

#### Medicare & DVA

Organisation	Phone/ Email
Medicare	P: 1800 700 199F: 02 9895 3190
MBS Interpretation	P: 13 21 50E: askMBS@health.gov.au
DVA	P: 1300 550 017

#### **Health Funds**

Fund name Contact for clinics

**Contact for hospitals** 

#### ACA

HealthECLIPSEP: 1300 368 390code: ACAacahealthit@acahealth.com.auHCP code: ACA

P: 1300 368 390 acahealthit@acahealth.com.au

Alliance	P: 03 9813 4088
(AHSA)	access@ahsa.com.au

#### AHM

ECLIPSE code:P: 1300 524 456AHMEclipse@medibank.com.auHCP code: AHM

P: 1300 560 680 Eclipse@medibank.com.au AHM and Medibank have the same support team

Australian Unity ECLIPSE code: P: 1800 035 360 AUH HCP code: AUF

P: 1800 035 360 dgilder@australianunity.com.au **BUPA** ECLIPSE code: BUP HCP code: BUP

P: 134 135F: 1300 130 623 for sending claims manually dr.billing@bupa.com.au **Only** for sending claims with Problems / Rejections gapscheme@bupa.com.au **Only** for if you are unable to **fax** 

P: 134 135 gordon.barrett@bupa.com.au

CBHS Corporate Health &CBHS Health Fund ECLIPSE code: CBC & CBH HCP code: CBC

P: 1300 654 123 access@cbhs.com.au Alternatively julie.mckinnon@cbhs.com.au

Hunter Health Insurance

& CBH

(Formally known as 'Cessnock' or P: 02 4990 1385 'CDHBF enquiries@hunterhi.com.au Health') ECLIPSE code: CDH HCP code: CDH

P: 02 4990 1385 CDH.BenefitsFund@Hunterhi.com.au

## CUA Health

Limited ECLIPSE code: CHF HCP code: CPS P: 1300 499 260 cuahealth@cuahealth.com.au P: 1300 499 260 cuahealth@cuahealth.com.au Alternatively karen.coventry@cua.com.au

## Defence

HealthECLIPSEP: 1800 656 329code: DHFHCP code: AHB

P: 1800 656 329 providerrelations@defencehealth.com.au

#### Doctors

Health FundECLIPSEP: 18code: AMAHCP code: AMA

P: 1800 226 586

P: 1800 226 586 lesley.rutter@doctorshealthfund.com.au

#### Emergency Services Health (also managed by Police Health) ECLIPSE code: ESH HCP code: SPE

P: 1300 703 703 providerenquiries@eshealth.com.au

#### GMHBA

P: 1300 446 422 Jamie-LeeGardham@gmhba.com.au joannesheldon@gmhba.com.au GU Health (FAI)

ECLIPSE code: FAI HCP code: FAI P: 1800 249 966 corporate@guhealth.com.au

providers@honeysucklehealth.com.au

#### HBF

ECLIPSE code: HBF HCP code: HBF P: 1300 810 475 expresspayqueries@hbf.com.au P: 1300 810 475 lorraine.hort@hbf.com.au

### HIF

(Health
Insurance Fund
of Australia P: 1300 134 060
Limited) claims@hif.com.au
ECLIPSE
code: HIF
HCP code: HIF

P: 1300 134 060 michelle.peacock@hif.com.au

#### HCF

ECLIPSEP: 1800 670 302code: HCFmedicoverenquiry@hcf.com.auHCP code: HCF

P: 1800 670 302 <u>MFarlow@hcf.com.au</u> (Maria) Alternatively <u>dfernandez@hcf.com.au</u> (David)

Health Care Insurance

*ECLIPSE* P: 1800 804 950 *code: HCI HCP code: HCI*  P: 1800 804 950 jamie.gillam@hciltd.com.au Health

Partners ECLIPSE code: SPS HCP code: SPS

P: 1300 113 113

P: 1800 465 172 hospitalclaims@healthpartners.com.au davids@healthpartners.com.au

Health.com.au

*ECLIPSE code: HEA HCP code: HEA P: 1300 199 802*  P: 1300 199 802 hospitalteam@health.com.au Alternatively Catherine.Ngo@health.com.au Gemma.Oliver@health.com.au

#### Latrobe

ECLIPSE code: LHS HCP code: LHS

P: 1300 362 144 E: info@lhs.com.au P: 1300 362 144 tan@lhs.com.au

#### Medibank

ECLIPSE code: MPL HCP code: MPL P: 1300 130 460 eclipse@medibank.com.au

### Mildura

ECLIPSEP: 03 5023 0269P: 03 5023 0269code: MDHproviders@mildurahealthfund.com.aueclipse@mildurahealthfund.com.auHCP code: MDH

**MO Health** 

*ECLIPSE code: MYO HCP code: MYO P: 1800 333 004*  P: 1800 333 004 Vaibhav.Makin@aia.com

#### Navy Health

ECLIPSE code: NHB HCP code: NHB P: 1300 217 736 query@navyhealth.com.au

query@navyhealth.com.au

NIBP: 1300 853 530ECLIPSEmedigap@nib.com.aucode: NIBinternationalclaims@nib.com.au (ForHCP code: NIBoverseas claims)

P: 1300 853 530 hospitaleclipse@nib.com.au provrel@nib.com.au

Nurse and Midwives ECLIPSE code: NMW

code: NMW

HCP

P: 1300 344 000 submit.claim@nmhealth.com.au P: 1300 344 000 EclipseClaims@nmhealth.com.au Alternatively George.Drakakis@nmhealth.com.au dianne.roe@teachershealth.com.au

#### OneMediFund

*ECLIPSE code: OMF HCP code: OMF P: 1800 148 626F: 1300 673 406*  P: 1800 148 626 info@onemedifund.com.au

**Peoplecare** Health **Insurance** P: 1800 808 690 **ECLIPSE** code: LHM HCP code: LHM

### Phoenix

Health

**ECLIPSE** P: 1800 028 817 code: PHF HCP code: PWA

P: 1800 808 690 info@peoplecare.com.au

P: 1800 028 817 enquiries@phoenixhealthfund.com.au info@peoplecare.com.au

#### **Police Health**

(also managed by Emergency Services Health) P: 1800 603 603F: 1800 008 554 **ECLIPSE** code: POL HCP code: SPE

P: 1800 603 603 providerenquiries@policehealth.com.au

#### Queensland

Country ECLIPSE P: 1800 813 415 code: QCH HCP code: QCH

P: 1800 813 415 rharding@qccu.com.au

#### TUH

(Queensland Teachers) **ECLIPSE** code: QTU HCP code: QTU

P: 1300 360 701

P: 1300 360 701 alice.caldwell@tuh.com.au Reserve Bank<br/>healthP: 1800 027 299F: 1300 309 704ECLIPSEP: 1800 027 299F: 1300 309 704code: RBHHCP code: RBH

P: 1800 027 299 info@myrbhs.com.au

#### **RT Health**

ECLIPSE code: RTH HCP code: RTE P: 1300 886 123 (option 5) access@rthealthfund.com.au P: 1300 886 123 hospitals@rthealthfund.com.au

### St Lukes

ECLIPSE code: SLM HCP code: SLM P: 1300 651 988 general@stlukes.com.au

### Teachers

FederationECLIPSEP: 1300 728 188code: TFHHCP code: NTF

P: 1300 728 188 elizabeth.cashman@teachershealth.com.au Alternatively, try: EclipseClaims@teachershealth.com.au George.Drakakis@nmhealth.com.au dianne.roe@teachershealth.com.au

TransportHealthECLIPSEP: 1300 806 808code: TFSHCP code: TFS

P: 1300 806 808 hospitals@transporthealth.com.au

#### Westfund

ECLIPSE code: WFD HCP code: WFD P: 1300 937 838 medicalbenefits@westfund.com.au P: 1300 937 838 sharpg@westfund.com.au

## **<u>Closing the Accounting Period</u>**

Closing the 'Accounting Period' refers to locking down your financial figures up to a given date (usually the end of the month) so that they cannot be changed.

We **do not** recommend closing the accounting period for the last month, on the first day of the current month. Rather, give yourself seven to ten days to get your figures to a point where you are happy. That is, after all rejections and adjustments are made.

In other words, it ensures that the figures seen on your revenue report run out of FYDO match the figures seen on your bank account, to the cent. And that those figures then cannot be amended in FYDO.

So let's see where the accounting period is closed.

Start off by going over to settings.

• • • • • • •

Then, click Close Accounting Period.

Enter the date you wish to **lock your figures** to and hit **Save**.

Close Ad	ccounting Period 🛛 🗙	]		
By locking the account period, transactions with an accounting period on prior to the date below, will not be able to be modified nor deleted.				
Eocution				
Accounting Period Locked to	21/09/2020			
4	Save Cancel			

I should also mention that this action is recorded in FYDO's audit log, so you can see who closed the accounting period and when.

To view the audit log, go to **Settings**, then click on **Logs**.

Accommodation Categories	> Locations
> Appointment Types	> Logs (2)
> Area Codes	> Practices
> Booking Codes	> Printer Configu
> Cancelled Reasons	Program Numb
> Checkers - Letters	> Recall Reasons
> Departments	> Referral Types
> Deposit Types	> Referring Docto
> Doctors	> SMS History
> Doctor Specialities	> Staff Roles
> Document Types	> System Configu
> ECLIPSE Mapping	> Templates
> End of Day Banking	SMS Template
> Health Funds	Templates
> Health Fund Participants	> Third Parties
> Hospitals	> User Groups
> Invoice Messages	> Users
> Items	> Webhooks
> Item Types	
Clinic	
> Appointments Setup	> Fee Manageme
> Rooms	<ul> <li>Bulk Fee Upd</li> </ul>
	Fee Levels
	<ul> <li>Close Accounting</li> </ul>

You will see a log similar to this when the accounting period is closed.

Amir Balouchi (ACSS) (Backend) Accounting period closed for Eccles [ID - 1] - changed from 21/09/2020 to 30/09/2020 20/10/2020 5:22:54 PM

## **Adding MBS items - Clinic**

Want to know how to add items into Fydo? Follow the below steps and you'll be billing them in no time!

First, lets head to **Settings**, located in the lower left hand corner of Fydo.



Then select **Items**, this will display a list of all your current items.

To add a new item, lets click the yellow **Add Item** button.



### Simply enter the item you need in the Number field as below, found under the Item Details.

Item Details			
Number	1	10 10	
Procedure Name			
Notes		Ĩ	
Link Procedures		-	?

You will see the **Procedure name** be automatically filled.

Now just click on the green **Save** button.



All done! The rest of the information regarding the item will automatically be added from information via the **Medicare Benefits Schedule** online Website.

Things such as:

- Fees (Medicare and DVA rates)
- Description
- Rule (If it has one e.g Surgical step down)

# **Eclipse Clinic Billing**

Set up your patient and ready to bill? Read ahead to find out how to submit claims to **Health Funds** via **Eclipse.** 

*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 <u>here!</u>

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

#### You can also use the hotkey 'B'!



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

MRN 3442		Patient	TEST, Bill	
Location				
TEST				~
Practitioner				
TESTER, Bill				~
DOS		Hospital		
13/08/2020	🖉 In Hospital	Fydo Test Hospital		~
Bill Type		Туре		
Eclipse	~	Agreement		~
Fee Level			Known Gap	
Level 5 - ahsa nsw	*	C Known Gap	0.00	

While you may notice that there are more fields than shown above, for **Eclipse** 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, this is required for Eclipse

The main fields to ensure are correct for **Eclipse** are the highlighted ones above, and outlined below:

• Bill Type: The type of billing; be sure to select Eclipse

- Fee Level: Which fees this billing will use. Will default based on the patients record.
- **Type:** Needs to be set to either **Agreement** or **Scheme** depending on the fund.

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)

If you don't see a **Referral** you have added, be sure to check the **Previous Referrals** drop down menu!

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
19/05/2020	12	22/05/2020		
ADD ANOTHER RE	FERRAL			

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!

Don't forget, for **Eclipse** you can easily change the Date of Service within the invoice by using the handy calendar!

DOS	Item	Description	
11/08/2020	<b></b>		
		Ν	
		1/2	

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 & Prin

- 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, prompting the final confirmation before it is send to **Claiming Medical**. If **Save & Print** is selected, it will also be printed.

Upon selecting one of the two save options, you will see the final stage of the billing, the **Claimant Screen.** 

ECLIPSE				
Accident Indicator ?	IFC Issued	Not obtained	*	?
Compensation Indicator ?	Admission Date	Ĩ		
Financial Interest Indicator ?	Discharge Date			

Please note that most of the fields are optional, so if you do not wish to fill them out, simply click on the green **Send Electronically** button.



Otherwise, you can fill them out accordingly, and select if an IFC was issued.

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 <u>here!</u>

## **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.

ient Details	Other	Appointments	Re	calls	Accounts	Episode	es Commu	nication	Docu	ument
ent Details										Н
Patient #	121		File	Num		E	External ID 121	1		
Title			G	ender					v	
First Name	John						Mi			
Last Name	CITIZE	EN .								
Pref. Name										-
Address										0
Suburb				State			Postcode			
Mailing Address										
Suburb				State			Postcode			
Date of Birth		(	ÎÌÌ	Age			DOB Estimate			
Mahila				Home	0.		Work (			

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, <u>Click here</u>

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				Patie	nt CITIZEN, John		
Location									
Eccles									*
Practitioner									
ECCLES U	JNIT, Nur	sing							*
DOS					Hospital				
21/08/2020	)		🗌 In Hospita	ıl					*
Bill Type					Туре				
Veterans				~					~
Fee Level							Known Gap		
Level 1 - N	1BS			*	Known Gap	D	0.00		
Referral									
Referral Fla	g								
						*			
Previous Re	eferrals								
						*			
Referring D	octor		A	DD REFE	ERRING DOCT	OR	Referral To		
TEST, Tes	tDr x								
Referral Da	te	Period	First Consult	i			Site Referral (global)		
ADD ANOT	HER REF	FERRAL							

#### PATIENT > CLINICAL BILLING

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	Ĩ			
Clinical Nurse Consultant (CNC) Hours 0. Visits 0 Minutes 0.	Enrolled Nurse (EN) Hours 0 Minutes 0	Visits 0			
Nursing Support Staff (NSS)           Hours         0         Visits         0           Minutes         0	Registered Nurse (RN) Hours 0 Minutes 0	Visits 0			
Break in Episode Type	v	Save Cancel			

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:



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 <u>here!</u>

## **Sending Batches - Claiming Medical**

All done billing? Great! The next step is to send these batches off. To get started head to **Claiming**, then select **Claiming Medical**.



There are a few different **Types** that a batch can have, depending on what has been billed.



- Medicare
- Veterans
- IMC (Inpatient Medical Claims) Scheme or Agreement
- PC (Patient Claims) Store and Forward or Real Time

No matter the type of batch, they all follow the same simple process to be sent off.

Before we get started on sending the batch, here is a handy guide to accessing the options for a batch. This will be used at all stages of the batches life cycle, from **Open** to **Payment Received.** 

Search			
Patient	Fund	Action	
		~	
TEST, Bill	BUP	~	
TEST, BIII		~	
GIICK ACTION		~	
իոլ		· ·	

As shown above, there are two ways to access this menu:

- 1. Left click on the downward arrow in the Action column.
- 2. Right click **anywhere** on the batch line itself.

Both of these methods will display the same menu.

#### Sending a Batch

To send a batch; first the batch must have the status of **Closed**, this can be seen in the **Status** column.



In the case of a **Medicare** or **Veterans** batch, the status may be **Open**. An **Open** batch means that if you bill any more invoices of the same type, they will be added to this batch. A **Medicare** or **Veterans** batch can hold up to 80 invoices before it will automatically **Close**.

In a case like this, you will have to access the Actions Menu as seen above, and select Close.



Once a batch is **Closed**, simply access the **Actions Menu** once more and select **Send Batch**.



All done! You will notice the status of your batch will first change to **Queued** as it is getting ready to go. Then it will become **Sent** should you refresh the page or come back to it a bit later.

## **<u>Clinic Bulk Billing</u>**

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 <u>here!</u>

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

**Bill Patient** 

You can also use the hotkey 'B'!

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

MRN 3442			Patient	TEST, Bill		
Location						
Recovery Station					1	*
Practitioner						
TESTER, Bill						~
DOS			Hospital			
22/05/2020	🗰 🗌 In Hospital					~
Bill Type			Туре			
Medicare		~				*
Fee Level				Known Gap		
Level 1 - MBS		*	Known Gap	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)
19/05/2020 12		
ADD ANOTHER REFERRAL		

Once you are done with the above segments, click on the green Add Items button in the bottom



#### **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				
		I				

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.



#### **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.