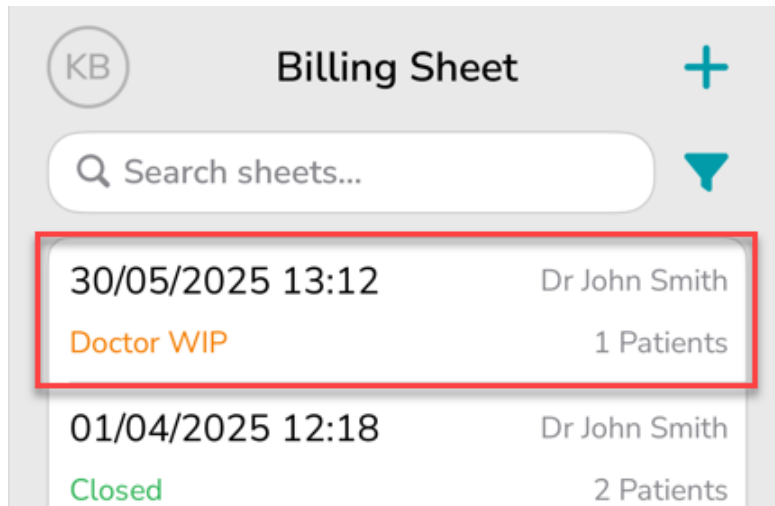


# How to Delete a Billing Sheet

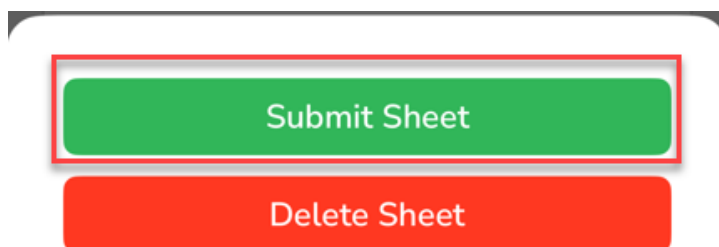
From the main **Billing Sheet** screen, locate the sheet you would like to delete.

*Note: You can only delete a sheet if its status is **Doctor WIP**.*

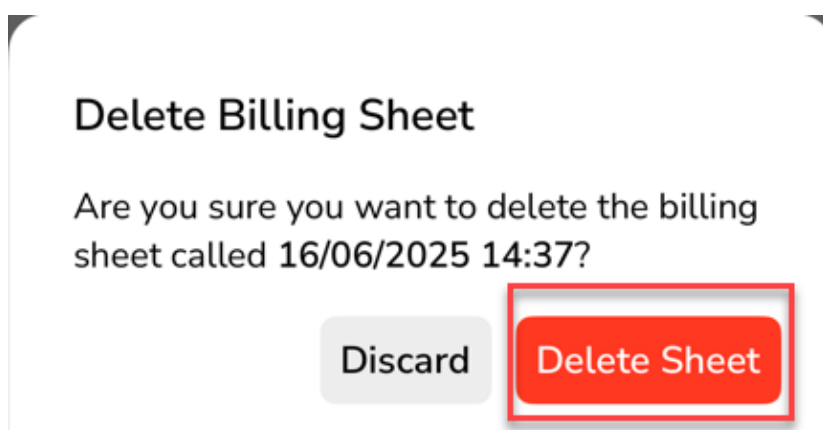


To delete a billing sheet:

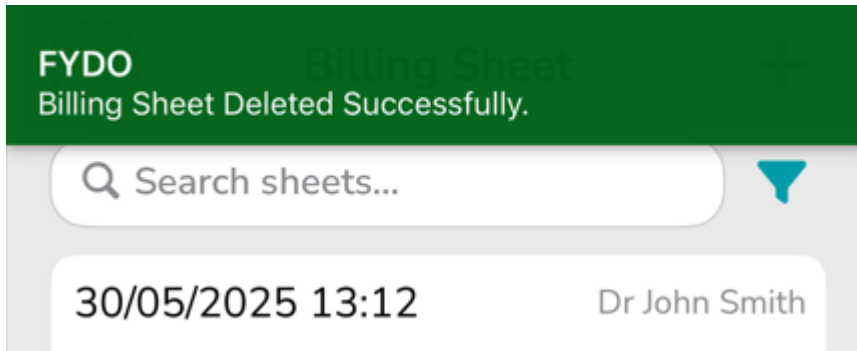
- **Hold down** on the sheet you wish to delete
- Tap **Delete Sheet** on the pop-up that appears



- Confirm by tapping **Delete Sheet** again in the second pop-up

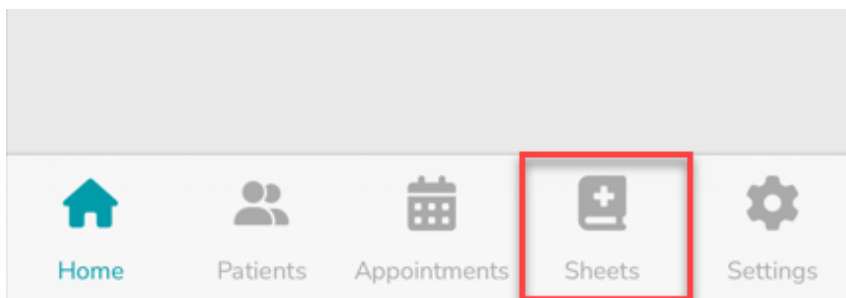


Once deleted, you'll see a green confirmation banner: **"Billing Sheet Deleted Successfully"**

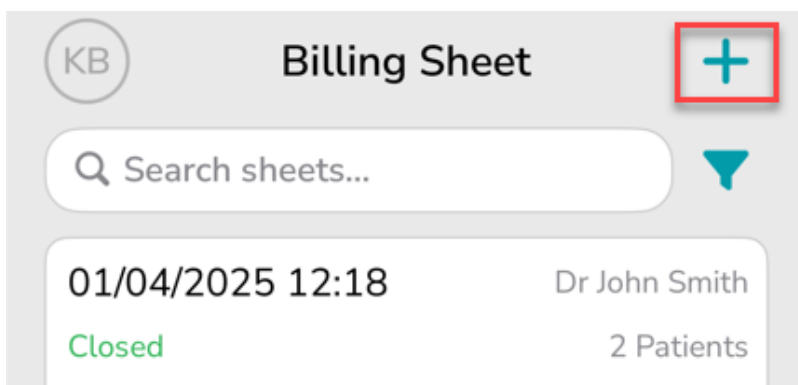


## [How to Create a Billing Sheet](#)

Tap on the **Sheets** icon at the bottom of the screen.  
This is where you can create, view and manage all billing sheets.



On the **Billing Sheet** screen, tap the + icon in the top right corner.



On the **Add Billing Sheet** window:

1. **Doctor** - select from the dropdown
2. **Date of Service** - set the date using the calendar
3. **In Hospital** - tick if applicable
4. **Hospital** - if In Hospital is ticked, select a hospital from the dropdown
5. Tap **Create Sheet**

### Add Billing Sheet

Doctor  ✓ 1

Date of Service  2

In Hospital ☒ 3

Hospital  ✓ 4

5

Inside your newly created sheet, tap the + icon in the top right corner.

< 30/05/2025 13:12 +

Q Search for patient...

Use the search bar to find an existing patient or tap the + icon in the top right corner to create a new patient.

< Select Patient +

Q Search for patient... ▼

JA ADAM, Jake  
MRN: 124 (10/02/1980)

GA ADAMS, Glenn  
MRN: 133 (25/06/1948)

If you're creating a new patient, enter the details for the patient.  
At a minimum, you **must add**:

- **First Name**
- **Surname**

Other fields such as Date of Birth, Medicare Number, Health Fund, etc are optional.

After the patient details have been entered, tap **Create Patient**.

**Add Patient**

Title Optional

First Name Joan

Surname SMITH

Sex Optional ▼

Date of Birth Optional 📅

Medicare No. Optional Ref

Veterans No. Optional

Health Fund Optional ▼

Fund No. Optional

Mobile Optional

Discard Create Patient

After selecting a patient or creating a new patient, you'll be taken to the **Billing Information** screen.

Here you can review and edit the following fields:

- **Doctor**
- Tick **In Hospital** or **Surgical Assistant** *if applicable*
- **Hospital**
- Add **Gap Amount**, **Referring Doctor** or a **Note to Billing Team** - *optional*

Once done, scroll down and tap **Add Item Numbers**.

<
Billing Information

SMITH, Joan

Billing Details

Doctor

SMITH, John

In Hospital

Surgical Assistant

Hospital

ABC Test

Known Gap

Gap Amount

Note to Billing Team

Referring Details

Referral Flag

Previous Referrals

Referring Doctor

<
Billing Information

Hospital

ABC Test

Known Gap

Gap Amount

Note to Billing Team

Referring Details

Referral Flag

Previous Referrals

Referring Doctor

Referral Date

Period

First Consult

Referral To

Site

Add Item Numbers

On the **Add Item Number** screen:

- Confirm the **Date of Service (DOS)** is correct. If it needs to be changed, simply tap the date field to make any changes before continuing.
- Tap the **Enter Item** field

- Type the item number (e.g. 110) and tap **Search**
- Tap the appropriate item

*Optional: Add a Note or more Items*

- You can tap **Note** to add a specific item note (e.g. *Time of Service 9am*)

- To add another item number for the same patient, tap the blank **Enter Item** field and repeat the process above.

Once all the required Dates of Service and Items have been added, tap **Add Files / Photo**.

**Add Item Number**

SMITH, Joan

DOS	Item	Pats	Note
26/05/2025	110		Note
26/05/2025	Enter Item		Note

**Add Files / Photo**

After adding item numbers, **upload files or photos** where required — such as documents that include the patient's following details:

- **Referral information**
- **Date of Birth (DOB)**
- **Medicare Number**
- **Health Fund details**
- **Work Cover / Third Party details**

< Upload Files / Photo

SMITH, Joan

Upload File or Take Photo

Upload File

Take Photo

Preview Billing Summary

*If this is an existing patient and no details need to be updated or added, you can skip ahead to **Preview Billing Summary**.*

Once uploaded, tap **Preview Billing Summary**.

< Upload Files / Photo

SMITH, Joan

Upload File or Take Photo

Upload File

Take Photo

captured image

Preview Billing Summary

On the **Billing Summary** screen:

- Review all information entered - Billing Details, Referral Details, Items and any attached files/photos
- Tap **Save Entry** to add the patient to the billing sheet



<
Billing Summary

SMITH, Joan

Billing Details

Doctor  
SMITH, John

In Hospital  
☒

Surgical Assistant  
☐

Hospital  
ABC Test

Known Gap  
☐

Gap Amount  
\$0.00

Note to Billing Team

Referring Details

Referral Flag

Previous Referrals

Referring Doctor

Referral Date    Period    First Consult

Referral To    Site

Items

DOS	Item	Pats	Note
26/05/2025	110		View

Save Entry

After saving the entry, you'll return to the **Billing Sheet** screen.

From here, you can either:

- Tap the **+** icon in the top right corner to add another patient
- To finalise and submit the sheet, tap the **<** icon to return to the main **Billing Sheet** screen and follow the steps in [How to Submit a Billing Sheet](#)

<
30/05/2025 13:12
+

Search for patient...

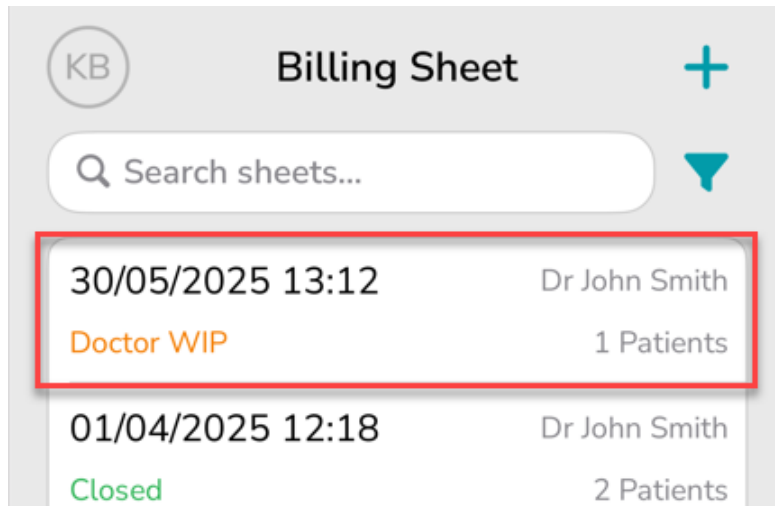
SMITH, Joan
26/05/2025

Dr John Smith
ABC Test

---

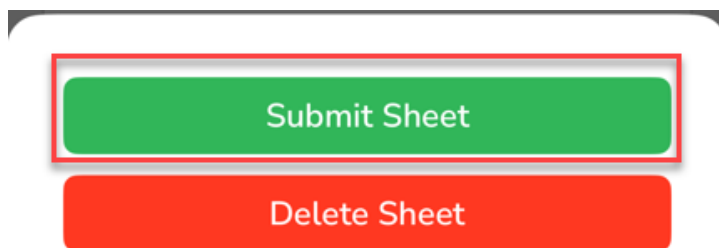
## How to Submit a Billing Sheet

From the main **Billing Sheet** screen, locate the sheet you would like to submit (*status will show as Doctor WIP*).



To submit a billing sheet:

- **Hold down** on the sheet you wish to submit
- Tap **Submit Sheet** on the pop-up that appears



- Confirm by tapping **Submit Sheet** again in the second pop-up

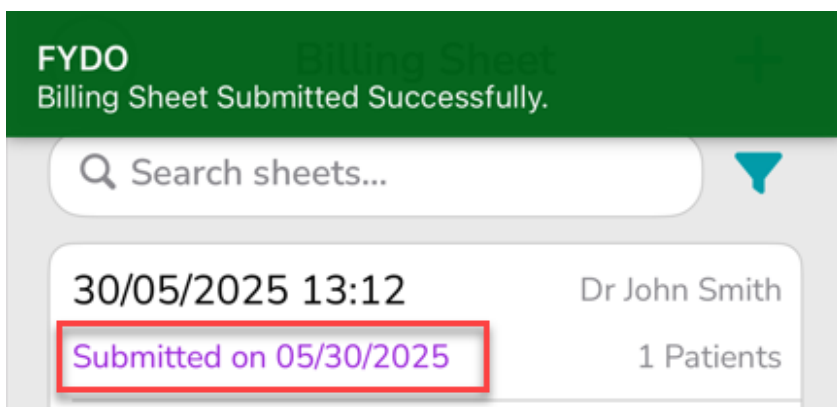
## Submit Sheet

Are you sure you want to submit the billing sheet called 30/05/2025 13:12?

Discard

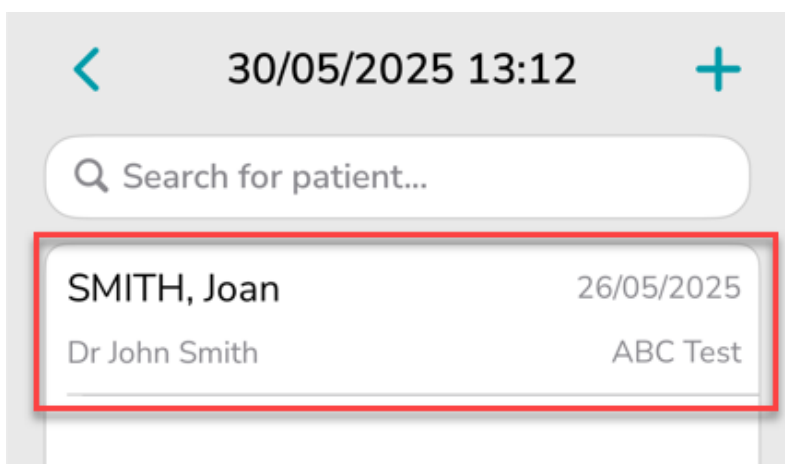
Submit Sheet

Once submitted, you'll see a green confirmation banner: "**Billing Sheet Submitted Successfully**"  
The status will now show as **Submitted** with the date.



## [How to Delete a Patient from a Billing Sheet](#)

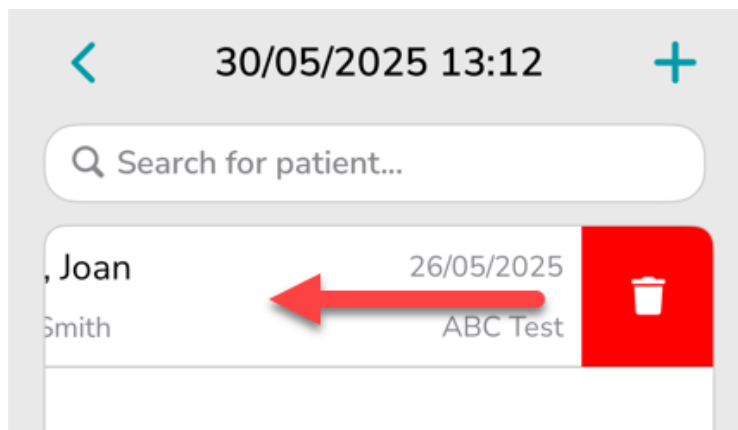
From inside the **Billing Sheet**, locate the patient you would like to delete.



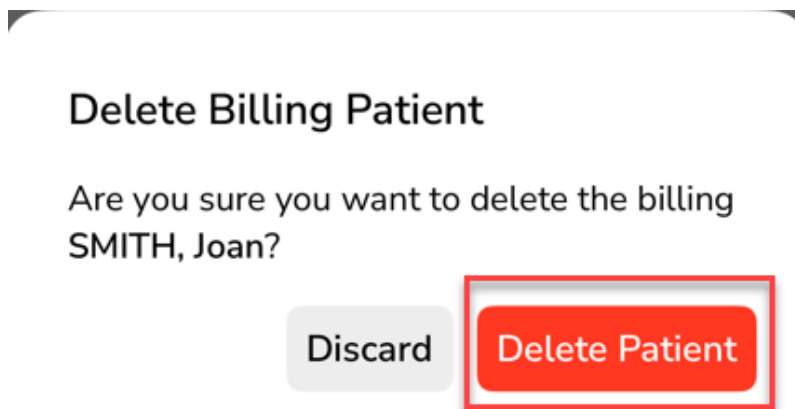
To delete a patient:

- **Swipe left** on the patient you wish to delete

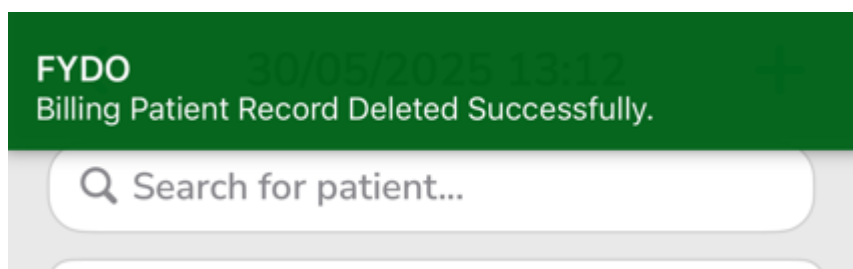
- Tap the **Trash Can** icon



- Confirm by tapping **Delete Patient** on the pop-up that appears



Once deleted, you'll see a green confirmation banner: **"Billing Patient Record Deleted Successfully"**



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## [How to Sign In on the Mobile App](#)

When you first open the FYDO Mobile app, you will be brought to the screen below.



## Welcome to FYDO

Enter Hospital Unique ID Below

Unique ID

TestAccount

Continue to Sign In

Enter your **Unique ID** and tap **Continue to Sign In**

You'll now be taken to the **Sign In** screen.



## FYDO - Sign In

Unique ID: clinictour



Sign in with Microsoft



Sign in with Google

or sign in with email

Email

TestEmail@gmail.com

Password

[Forgot Password?](#)

Sign in

Change Unique ID

Enter your email and password, then tap **Sign In**.

If you created your account with a Microsoft or Google account, tap **Sign in with Microsoft** or **Sign in with Google** and follow the prompts.

The next screen you'll see is the Two-Step Verification setup.



## Two-Step Verification Setup

FYDO has introduced added security by enabling two-step verification.

☒ Send code via SMS (ending in 311)

or

☐ Send code via Email (starting in kloe)

Send Code

Tap **Send Code** to receive a verification code via SMS. If you prefer to receive the code by email, select **Send code via Email**, then tap **Send Code**.



## Two-Step Verification Setup

We have sent a 6-digit verification code to  
\*\*\*\*\*3311

Enter your 6-Digit Code via SMS

123456

1

167 seconds remaining

Verify

3

Resend SMS

Remember me for 30 days ☒

2

Enter the code you received via SMS or Email, tick “**Remember me for 30 days**” (*optional*) and tap **Verify**.

It’s time to choose your PIN for quick and secure access.



## Setup your PIN

New PIN

Create a new 4-digit PIN for quick access.

Confirm PIN



Tap the white circles under **New PIN** to enter your chosen PIN number.

All done! You're now logged into the FYDO Mobile App