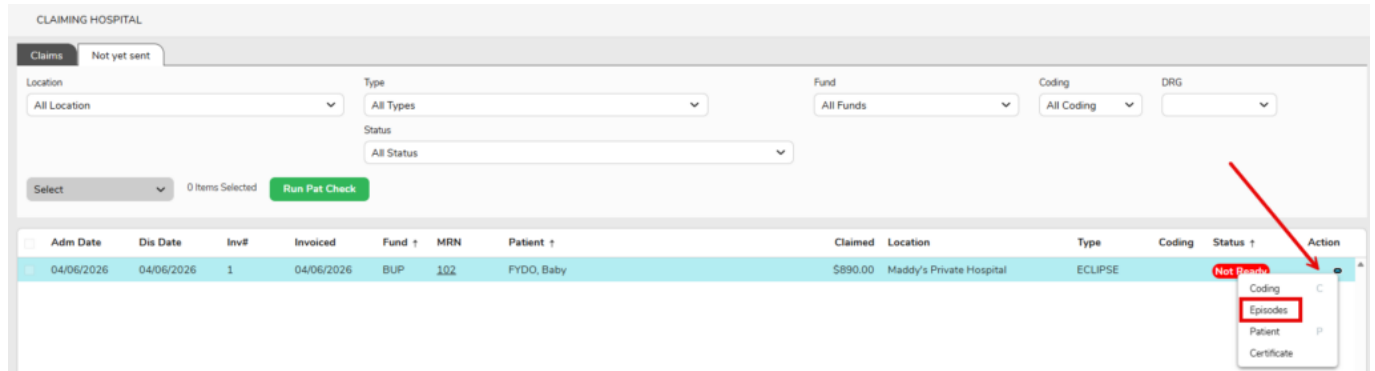


# Changing an Eclipse Claim to Paperbase

In some instances, a facility will need to change a claim from ECLIPSE to Paper Base. This may occur if they are required to send it manually, rather than electronically, to the fund.

1. In **Claiming Hospital > Not Yet Sent**, ensure the required claim is highlighted blue & then right-click on the line

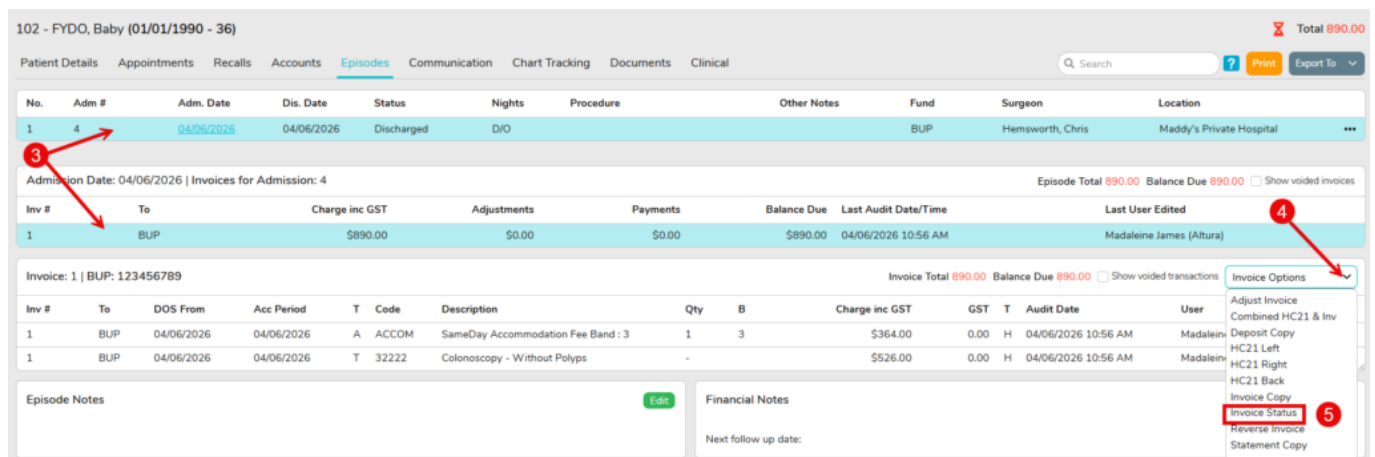
2. Select **Episodes**



3. Ensure a line from the required invoice is selected & shaded light blue

4. Click on the **Invoice Options** dropdown

5. Select **Invoice Status**



6. Use the Type dropdown

7. Select **Paperbase**

8. Click **Save**

## Invoice Status



MRN 102

Patient Baby FYDO

Inv # 1

To BUPA Australia

Invoice not yet sent via ECLIPSE.

Type

ECLIPSE

Status

Ready

ECLIPSE

Paperbase

Cancel

Reset Invoice

Save

9. When returning to **Not Yet Sent** the claim should now show as Paperbase and the user will be able to **Mark as Sent**.

Status ↑	Action
Ready	
Ready	Coding C
Ready	Episodes
Ready	Patient P
Ready	Mark as Sent M
Ready	Certificate
Ready	