

Clinic Billing - Overseas Patients

Need to bill an overseas patient? Read on to learn how.

Step 1: Bill manual invoice

Overseas claims are received and processed manually. This means you cannot bill such claims through eclipse for electronic lodgement. Therefore, you'll need to create and send a manual invoice.

Note: Ensure the **Bill Type** is set to: *Private* and the **Type** is set to: *Health Fund*

Location	
Eccles	
Practitioner	
CELES, Peter	
DOS	Hospital
31/12/2020 <input type="checkbox"/> In Hospital	
Bill Type	Type
Private	Health Fund
Fee Level	Known Gap
Level 3 - BUPA <input type="checkbox"/> Known Gap	0.00

Step 2: Print manual invoice to PDF

Note sure how to print invoices? [Click here to learn how](#)

Step 3: (Conditional - If claim is for Medibank or AHM) complete the corresponding claim form and save it to your computer

- Medibank - [click here](#) to download claim form
- AHM - [click here](#) to download claim form

Step 3: (Conditional - If claim is for BUPA,) complete BUPA batch header form and save it to your computer

- [Click here](#) to download batch header form
- Enter the practice name as the location of the service and the **practice id** as the doctor's BUPA **FundPayeeId**

If you have previously entered the doctor's FundPayeeId into FYDO, you may find it by going to **Settings > Doctors**:

The image shows a vertical sidebar menu on the left with various icons: a lightning bolt, a group of people, a calendar, a dollar sign, a bar chart, and a document. The main menu on the right lists various settings categories, each with a blue chevron icon. A red circle with the number '2' highlights the 'Doctors' option. At the bottom of the sidebar, a red circle with the number '1' highlights the 'Settings' button.

- > Appointment Types
- > Area Codes
- > Booking Codes
- > Cancelled Reasons
- > Checkers - Letters
- > Departments
- > Deposit Types
- 2 > Doctors
- > Doctor Specialities
- > Document Types
- > ECLIPSE Mapping
- > End of Day Banking
- > Health Funds
- > Health Fund Participants
- > Hospitals
- > Invoice Messages
- > Items
- > Item Types

Clinic

- > Appointments Setup
- > Rooms

1 Settings

Location	Eccles	▼	Clinic
Department	▼		
Provider	Date of Birth	📅	Age
Payee Provider	Fund Payee ID	12345	?
Dr ABN	- - -		

Step 4: Send off the documents

- Once you are ready to send off the invoice, contact the health fund and ask what email address they would like the manual claim sent to, as well as whether they require any other supporting documents
- Need their contact details? Follow the link below:

<https://wiki.fydo.cloud/medicare-and-fund-contacts-dealing-with-rejections/>

Step 5: Follow up & pay off the invoice

- We'd recommend you call the health fund a couple of business days after you email them to ensure your email has been received and will be looked at in the coming days
- After this point, you may wish to follow up every couple of weeks, inquiring whether or not your invoice has been paid
- Once the invoice has been confirmed to be paid, pay it off on FYDO

That's it! That's how to do overseas billing for patients.