

# Hospital Invoicing / Billing an Episode - Detailed

Once the episode is complete, an invoice can be raised to a health fund or patient. For an invoice to be raised, the episode needs to be **Admitted & Discharged**. Depending on the requirements that the facility has stipulated in **System Configuration**, the **Theatre Complete** tick box may need to be ticked in order to confirm the item numbers are correct for billing. And the episode may need to be **Grouped** in order for billing to be able to be done.

A simple invoicing & billing explanation can be found at:

[Hospital Invoicing / Billing an Episode - Simple](#)

1. Navigate to the **Appointments Screen**
2. Use the **Search** field to locate the required episode or
3. Use the **Calendar** to select required date & **Theatre Tabs** to select required theatre
4. Locate required episode & **Right Click** to reveal the menu
5. Select **Create Invoice**

The screenshot displays the 'Appointments Screen' interface. On the left, there is a sidebar with navigation icons and a calendar for February 2023. The main area shows a search bar and three theatre tabs (THEATRE 1, THEATRE 2, THEATRE 3). Below these is a table of appointments with columns for Time, Name, MRN, and Action. The appointment for 'DAY, Doris' at 10:00 is highlighted. A right-click menu is open over this appointment, showing various actions. The 'Create Invoice' option is highlighted with a red circle and a number 5.

Time	Name	MRN	Action
08:00			
08:30			
09:00			
09:30			
10:00	DAY, Doris	103	4
10:30			
11:00			
11:30			
12:00			
12:30			
13:00			
13:30			
14:00			
14:30			

6. The **Create Invoice** page will display with the following necessary information:

APPOINTMENTS > CREATE INVOICE

MRN 103 - DAY, Mrs Doris **a** DOB 03/04/1922 [101] Sex Female Fund AHM Location Shaes Private Hospital (QLD)

Adm No. 202 Adm Date/Time 03/07/2023 06:00 Dis Date/Time 03/07/2023 11:02 Dr/Surgeon CONNORS, Curtis Anaesthetist -

**b** Send Invoice To AHM - Australian Health Management Group Limited **c** Billing Type Default **e** Accommodation Type Accom - Surgical **g** Time Theatre In 07:00 Out 08:00 60 mins **h** Mode Of Separation Other (includes discharge to usual residence) **d** Status Full Fee **f** Anaesthetic General **k** Re-order Item Numbers

**i** Procedure Items

Item	Description	Date of Procedure	Band	Band Type	Session	Action
42702	Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive error except for anisometropia greater than 3 dioptres following the removal of cataract in the first eye (Anaes.)	03/07/2023	6	National	1	X
					1	X

**j** Other Services

Item	Description	Qty	Date of Service	Type	Bill To	Action
AL005	DUOVISC VISCOELASTIC SYSTEM	1	03/07/2023	Prostheses	Health Fund	X
AL025	AcrySof Multipiece Models MN60MA, MN60AC	1	03/07/2023	Prostheses	Health Fund	X
GAP	Gap Pre-Payment	1	03/07/2023	Other	Patient	X
		0				X

Financial Notes **m**

Episode Notes

Microsoft PowerPoint

**8** Proceed to see charges Cancel

- a. All patient information specific to the episode
- b. The health fund being invoiced
- c. **Billing Type** can usually be left as default. This allows FYDO to review the fees entered for the health fund & bill accordingly by **Casebase**, **Per Diem** or **DRG**
- d. The Status of the invoice being billed: either Full Fee or Basic Fee
- e. The Accommodation Type
- f. The anaesthetic type being billed
- g. The theatre times that the invoice will be based on
- h. The Mode of Separation
- i. The items being billed
- j. The **Other Services** being billed
- k. The **Re-order Item Numbers** tick box allows users to keep the item numbers in the order they have been entered in. However, if this box is checked, then FYDO will order the item numbers from highest to lowest banding
- l. The **Bill To** feature allows other services to be billed to the patient or a third-party company, even if the main invoice is being billed to a health fund. Selecting **Patient** from this dropdown will create a separate invoice/invoice number for the patient account
- m. The **Financial Notes** & **Episodes notes** fields will reflect notes that have been entered into the patients' Episodes screen.

7. As long as all required information has been previously entered into the **Theatre Screen**, there should be few reasons that anything on the Create Invoice page needs to be amended
8. Click **Proceed to see charges**

APPOINTMENTS > CREATE INVOICE

MRN 103 - DAY, Mrs Doris      DOB 03/04/1922 [101] Sex Female      Fund AHM      Location Shaes Private Hospital (QLD)

Adm No. 202      Adm Date/Time 03/07/2023 06:00      Dis Date/Time 03/07/2023 11:02      Dr/Surgeon CONNORS, Curtis      Anaesthetist -

Send Invoice To AHM - Australian Health Management      Accounting Period 03/07/2023      Bill Type Per Diem      ☒ Send via ECLIPSE      Patient Cat D/O

Group Limited      Start At Day 1      Mins in Theatre 60 mins      Anaesthetic General      NHTP No      Mode of Separation      Other (includes discharge to usual residence)

Accommodation

From	To	Days	Description	Fee inc GST	GST	BedType	Adm	Accom	Dis
03/07/2023	03/07/2023	1	SameDay Accommodation Fee Band : 4	600.00	0.00	Private	Same Day	Shared Room	Discharged

Theatre and Other Charges

From	T	Code	Description	Qty	Band	Fee inc GST	GST	Action
03/07/2023	T	42702	Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive error except for anisometropia greater than 3 dioptres following the removal of cataract in the first eye (Anaes.)	1	6	600.00	0.00	
03/07/2023	O	AL005	DUOVISC VISCOELASTIC SYSTEM	1	6	77.00	0.00	
03/07/2023	O	AL025	AcrySof Multipiece Models MN60MA, MN60AC	1	6	252.00	0.00	
03/07/2023	O	GAP	Gap Pre-Payment	1	7	1,800.00	0.00	

Invoice Message

Total Charges \$3,329.00  
Total GST \$0.00  
Total Deposits/Payments \$0.00  
Balance \$3,329.00

Template Invoice      Print & Save      Save      Cancel

9. The **Accounting Period** date, which the revenue will be applied to, is displayed. *(The default date that is selected in this field is set in Settings > System Configuration)*
10. The **Bill Type** that has been used will be displayed
11. The invoice's ability to be transmitted via ECLIPSE will be shown with the tick box
12. The **Accommodation** charges will be displayed
13. The **Theatre & Other Services Charges** will be displayed
14. **GST** will be displayed if the fees for that item have been set up to include GST. Otherwise, users are able to calculate the GST amount by **Right Clicking** in the **GST Field**
15. Custom **Invoice Messages** are able to be added & the user is able to type the required messages. However, Invoice Message Templates can also be added in Settings > Invoice / IFC Messages so that they can easily be selected from the dropdown list
16. FYDO allows for multiple Invoice Templates to be added. A default template can be set, but if another template is required, it can be selected from the Template dropdown
17. **Print & Save** can be selected when the invoice isn't able to be sent via ECLIPSE & the user requires a printed or PDF copy of the invoice
18. **Save** can be selected when the invoice **is** able to be transmitted electronically via ECLIPSE & the user does not require a hard copy of the invoice

Once the user has selected Save for an invoice that can be transmitted electronically via ECLIPSE, they will then need to send this invoice by following the FYDO wiki instructions [Claiming Hospital - Not Yet Sent](#)