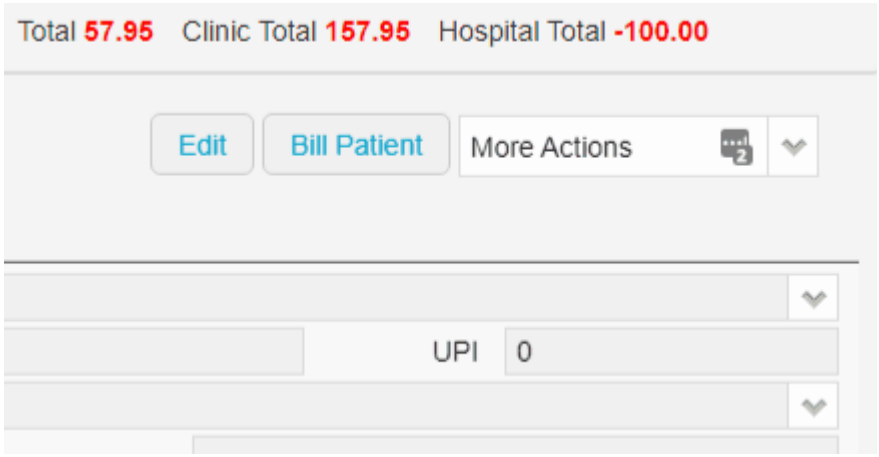
How to run a Clinic OEC – Online Eligibility Check

There are two main ways to perform an **Online Eligibility Check (OEC)** for a patient.

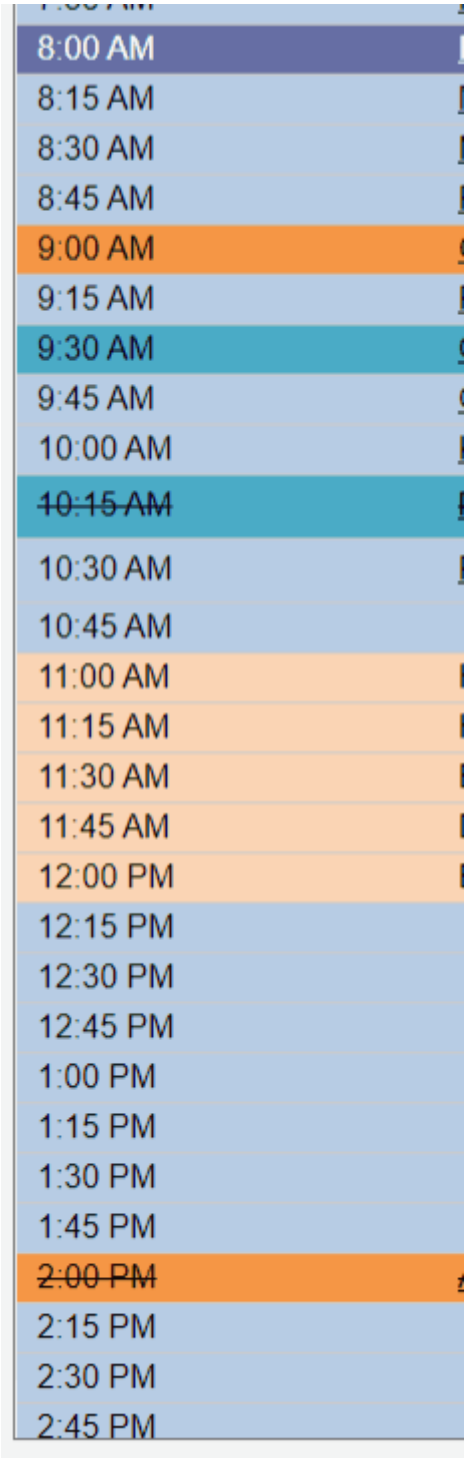
Patient Record

Simply go the patient's record and under the '**More Actions**' select **Eligibility Check (OEC)**



Appointments

You can also access the **OEC** from Appointments (Hospital appointment), simply right click on an appointment and select **OEC**.



You can also use the handy hotkey: ***O***

OEC Request

The next step is the fill out the required fields in the **OEC request.**

Patient Details

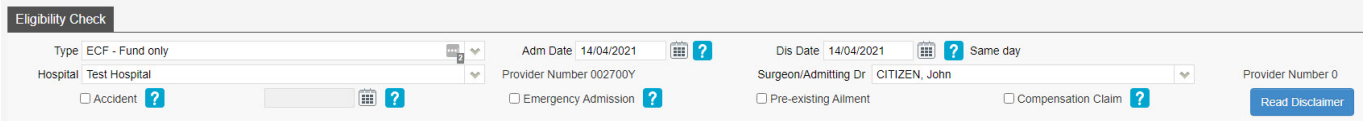
The patient details will be automatically filled in by information taken from the patients record such

as **Name, Fund, DOB, Membership Number, Medicare Number** and **Gender.**



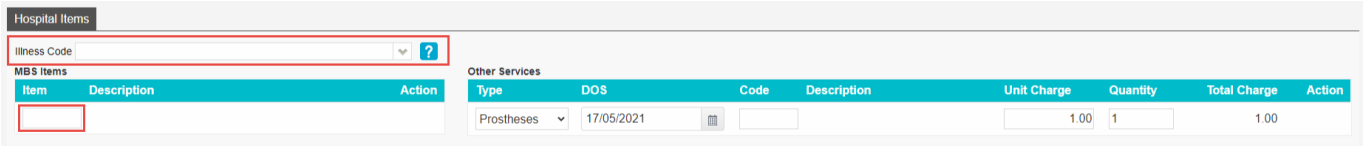
Eligibility Check

Like the **Patient Details**, the **Eligibility Check** fields are also pre filled from the patient record/booking. Things such as the **Admission Date, Hospital, Provider Number** and **Surgeon/Doctor**.
*The most common type of check you will be running will be **Fund Only.***

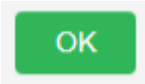


Items

The final part of the **OEC** is to select the **Illness Code** or **MBS Items** to check. There are also **Protheses items** available to check. While the list of Illness Code's is comprehensive, it is generally more accurate to check if the patient is eligible for the items you will be billing.



Now that the **OEC** is filled out, click **OK** to run it and we can take a look at the results.



To find out how to see the **OEC** results see our wiki page here