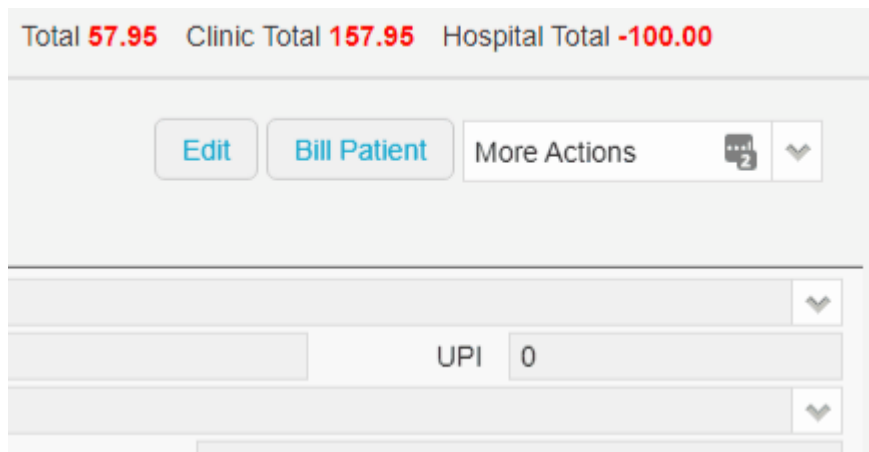


How to run a Clinic OEC - Online Eligibility Check

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)**



The screenshot displays a patient record interface. At the top, there are three financial totals: 'Total 57.95', 'Clinic Total 157.95', and 'Hospital Total -100.00'. Below these, there are three buttons: 'Edit', 'Bill Patient', and 'More Actions'. The 'More Actions' button has a dropdown arrow and a small icon showing '2' items. Below the buttons, there are several input fields, including one labeled 'UPI' with the value '0'. There are also two dropdown menus, one above and one below the 'UPI' field.

Appointments

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

7:00 AM	
8:00 AM	
8:15 AM	
8:30 AM	
8:45 AM	
9:00 AM	
9:15 AM	
9:30 AM	
9:45 AM	
10:00 AM	
10:15 AM	
10:30 AM	
10:45 AM	
11:00 AM	
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12:00 PM	
12:15 PM	
12:30 PM	
12:45 PM	
1:00 PM	
1:15 PM	
1:30 PM	
1:45 PM	
2:00 PM	
2:15 PM	
2:30 PM	
2:45 PM	

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

OEC Request

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

Patient Details

The patient details will be automatically filled in by information taken from the patient's 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**.*

Eligibility Check

Type: ECF - Fund only
Hospital: Test Hospital
Adm Date: 14/04/2021
Dis Date: 14/04/2021
Provider Number: 002700Y
Surgeon/Admitting Dr: CITIZEN, John
Provider Number 0

☐ Accident
☐ Emergency Admission
☐ Pre-existing Allment
☐ Compensation Claim

[Read Disclaimer](#)

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](#)