# 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**.

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You can also use the handy hotkey:  $oldsymbol{O}$ 

## **OEC Request**

The next step is the fill out the required fields in the  ${\bf OEC}$  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.

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#### **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.

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

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To find out how to see the OEC results see our wiki page  $\underline{here}$