

MYNT Billing - Guide for Hospitals

This guide has been prepared for FYDO Hospitals that are also MYNT Billing clients.

Invoicing

The MYNT Billing team will invoice your private health fund patients two to three times per week. Please note that this excludes uninsured, third party, Workcover and overseas patients (unless requested).

In order for the MYNT Billing Team to generate invoices, the following steps must be completed by staff at your facility:

1. Ensure the Episode Status is **Discharged**
2. Complete Theatre Screen information accurately, including the following information at a minimum;
 - a. **Anaesthetic Type**
 - b. **Time In Theatre** and **Time Out Theatre**
 - c. Item numbers/**Code**
 - d. **Other Services**, if required, such as prostheses, disposables, surcharges
 - e. **Theatre Complete** tick box checked

The screenshot shows the 'THEATRE SCREEN' form in the MYNT system. Red boxes highlight the following fields and sections:

- Anaesthetic Type:** A dropdown menu set to 'Local'.
- Time In Theatre:** A time field set to '09:45'.
- Time Out Theatre:** A time field set to '10:30'.
- Theatre Complete:** A checkbox that is checked.
- Code Table:** A table with columns: Code, Description, Qty, Date of Srv, Send Invoice To, Serial #, Data, and Action. It contains one row with a code field and a quantity of '0'.

Other visible fields include MRN, Adm No, Adm Date/Time, Dis Date/Time, Fund HCF, Location, Dr/Surgeon, Theatre Info, Recovery 1, Recovery 2, Recovery 3, Discharge/Ward, Side, Pathology, Theatre On Hold, and various staff selection fields (Scrub Nurse, Scout Nurse, Nurse/Assistant, Other Nurse/Assistant, Surgical Assistant, Other Surgical Assistant, Other Staff).

It is imperative that facility staff ensure the accuracy of this information, as the MYNT Billing team does not have access to medical records to verify.

- Ensure Episode is Coded and Grouped, by completing the **Diagnosis**, **Procedure** and **DRG** sections in the Coding Screen – see [Hospital Coding – FYDO Wiki](#)

For many disciplines, coding may be impacted by pathology results, or awaiting doctor verification of items performed. If coding is on hold, please designate a **Theatre on Hold** reason (e.g. Pending Pathology, Awaiting Item Numbers, etc) in the Theatre Screen. (Additional reasons can be added in Settings > Theatre Hold Reasons.)

The MYNT Billing team will run a Billing Status Report for your site, once per week, to identify any episodes that cannot be invoiced and outline the reasons for this (e.g. waiting on coding).

Rejected Claims

The MYNT Billing team will review rejections daily, and strive to address any rejections within two business days. If we are awaiting information or action from your facility in relation to a rejection, notes will be recorded in the **Financial Notes** tab for the episode.

Patient Details Other Appointments Recalls Accounts Episodes Communication Documents Clinical													
No.	Adm #	Adm. Date	Dis. Date	Sits	Nights	Procedure	Other Notes	Fund	Surgeon	Location	Actions		
7	1204	05/12/2023	05/12/2023	Discharged	D/O	Bilateral LON AND GON							
6	988	07/08/2023	07/08/2023	Discharged	D/O	PRF B/L GON + LON							
5	881	15/05/2023	15/05/2023	Discharged	D/O	PRF Bilateral GON + LON							
4	682	14/02/2023	14/02/2023	Discharged	D/O	PRF Bilateral GON & LON							
3	419	25/10/2022	25/10/2022	Discharged	D/O	PRF Bilateral GON & LON							
2	396	13/10/2022	-	Appointment	424	Bilateral PRF GON & LON							
1	230	09/08/2022	09/08/2022	Discharged	D/O	PRF Bilateral GON & LON							

Invoice for Admission: 1204 | Admission Date: 05/12/2023

Episode Total 1,211.75
Balance Due 1,211.75
Invoice Options

Show voided transactions

Inv #	To	DOS From	Acc Period	T	Code	Description	Qty	B	Charge Inc	GST	GST	T	Audit Date	User	Actions
361		05/12/2023	05/12/2023	A	ACCOM	SameDay Accommodation Fee Band : 2	1	2	\$332.00	0.00		H	05/12/2023 3:32 PM		
361		05/12/2023	05/12/2023	T	39323	Percutaneous neurotomy by cryotherapy or radiofrequency lesion generator, not being a service to which another item applies (Anaes.)	-	3	\$575.00	0.00		H	05/12/2023 3:32 PM		
361		05/12/2023	05/12/2023	T	39323	Percutaneous neurotomy by cryotherapy or radiofrequency lesion generator, not being a service to which another item applies (Anaes.)	-	3	\$189.75	0.00		H	05/12/2023 3:32 PM		
361		05/12/2023	05/12/2023	T	39323	Percutaneous neurotomy by cryotherapy or radiofrequency lesion generator, not being a service to which another item applies (Anaes.)	-	3	\$115.00	0.00		H	05/12/2023 3:32 PM		
361		05/12/2023	05/12/2023	T	39323	Percutaneous neurotomy by cryotherapy or radiofrequency lesion generator, not being a service to which another item applies (Anaes.)	-	3	\$0.00	0.00		H	05/12/2023 3:32 PM		

Episode Note
Financial Notes
Audit

Debtors

The MYNT Billing team will be responsible for following up with debtors. A weekly Debtors Report will be sent to the site to outline reasons for any claims outstanding greater than 45 days (e.g. issues with the claim or slower payments – for example some smaller funds, as well as paper-based claims, can take longer to be paid).