

Online Eligibility Check - OEC (Hospital)

Performing an eligibility check with the patients' health fund to ensure they will be covered for their admission

1. Running an OEC from a booking ensures that all the episode information is carried into the OEC (see *"Making a Patient Booking" instructions to make an appointment*). OEC's can be done from the patient screen, however this will require more information to be entered & the excess & co-payment will not pre-populate as the OEC isn't linked to a particular episode.
2. It is also advised that the Online Patient Verification (OPV) be performed before the OEC (see *"OPV" instructions*)
3. Navigate to the Appointments screen and locate the patient you wish to perform the eligibility check for
4. Right click on the patient to expand the menu
5. Select **OEC**

The screenshot displays the 'Appointments' screen with a table of appointments. The table has columns: Time, Name, MRN, Procedure, Surgeon, Notes, Sts, C, B, HF, and OOP. The appointment for 'SWAGGER, Bob Lee' at 08:00 is highlighted. A context menu is open over this appointment, showing various actions. The 'OEC' option is highlighted with a red circle and the number 5. The patient's name is also circled with a red circle and the number 4.

Time	Name	MRN	Procedure	Surgeon	Notes	Sts	C	B	HF	OOP
06:00				TOE, Foot						
06:15				TOE, Foot						
06:30				TOE, Foot						
06:45				TOE, Foot						
07:00	DREAM, Day	164	Left Knee Arthroscopy			B			AHM	
08:00	SWAGGER, Bob Lee	154	Left Knee Arthroscopy			B	C	D	BUK	50.00
09:00	STEWART, Alfred	110	Right Knee Arthroscopy			B	C	B	HCF	750.00
10:00										
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6. The OEC screen will open & the patient & appointment details will be populated with the information already entered into the system
7. If you have entered the predicted item numbers, when booking the patient, they will be carried over into the OEC screen & you will not need to enter them again.
For procedures that do not have a specific MBS (e.g. dental procedures) ensure any fund specific items are removed, and the **Illness Code** field is then activated to allow checks to be performed for particular procedure types.
8. Click **OK** and a check will be performed on each item number that is entered. The check will be saved in the patient's **Documents**, when it is returned by the health fund, where it can be previewed & printed if required
9. Click **OK and Print** to have the health fund check appear on the screen to preview straight away & print if required. (NB this function will only work if the health fund returns the

information in a timely manner. Otherwise, it will be filed in the patients' Documents when it is returned)

APPOINTMENT > OEC

Patient Details

First Name: Day, Surname: DREAM, Middle Initial: , DOB: 15/04/1926, Sex: Male, Medicare: - -
Fund: AHM - Australian Health Management Group Limited, Membership: 456789, UPI: , Claim Type: Agreement

Eligibility Check

Type: OEC - Both Fund and Medicare, Adm Date: 29/08/2025, Dis Date: 29/08/2025, Same day
Hospital: Shaes Private Hospital, Provider Number: 00570708, Surgeon/Admitting Dr: TOE, Foot
☐ Accident, ☐ Emergency Admission, ☐ Pre-existing Ailment, ☐ Compensation Claim

Hospital Items

Illness Code: , MBS Item: 49536, Description: Knee, repair or reconstruction of, for chronic instability (open or arthroscopic, or both) involving either cruciate or collateral ligaments, including notchplasty when performed, not being a service as associated with any other arthroscopic procedure of the knee. (Anas...), Action:

Other Services

Type	DOS	Code	Description	Unit Charge	Quantity	Total Charge	Action
Prostheses	29/08/2025			1.00	1	1.00	

Doctor Items

MBS Item: , Type: , DOS: 29/08/2025, Item: , Description: , Unit Charge: 1.00, Qty: 1, Total Charge: 1.00, Action:

OK Cancel

10. Information returned will include:

- a. Patient Information
- b. Assessment & Explanation
- c. Admission details as entered to perform check
- d. Financial Status of the cover
- e. Pre-Existing status of the cover
- f. Illness code/Item number that check was performed for
- g. Excess amount
- h. Co-Payment amount
- i. Level of cover name
- j. Level of cover description
- k. Benefit limitations
- l. Exclusions

11. Excess amount & Co-Payment amount will automatically populate in the patient appointment, as long as it has been returned in the correct format from the health fund. If the information hasn't automatically populated, & needs to be manually entered, this can be done by:

- a. Selecting the required booking
- b. Right click & select Edit Episode
- c. Fill in the required amounts in the Excess & Co-Pay fields in the top right of the screen
- d. Click **Save**

[Back to Appointments](#) / [Edit Appointment](#)
Total 206.00
Cancel
Save

DREAM, Day

MRN 164

File No -

DOB 15/04/1926 (99)

Sex Male

Mobile 0411 111 111

Medicare -

Veterans -

Allergies

Bees

Alert

IDDM

Notes

-

Booking Details

Location Shaes Private Hospital

Theatre/List Theatre 2 Roster 06:00

Dr/Surgeon TOE, Dr Foot

Surgical Assistant

Other Surgical Assistant

Anaesthetist STARR, Dr Ringo

Anaesthetic (Primary) General Anaesthetic

Appointment Date 29/08/2025 Time 07:00 Adm # 1004

Appointment Type Standard 15 Make Recurring Mins 60

Procedure Notes Left Knee Arthroscopy

Other Notes

Checklist

☒ OEC Received
 ☒ OEC Checked
 ☐ Pre-Admission Contacted
 ☒ IFC Created
 ☐ IFC Signed
 ☒ Admission Form Received
 ☒ Chart Ready
 ☒ Consent Received
 ☐ Post-Discharge Contacted
 ☐ Documents Scanned

Fund Details

Health Fund AHM - Australian Health Management Group Limited

Membership No. 456789 UPI Excess 500.00 Co-pay 0.00 UH 0.00

Insurance Status Full Fee

Claim Details

Items

Code	Description	Band	Session
49536	Knee, repair or reconstruction of, for chronic instability (open or arthroscopic, or bot...	5	1

Other Services

Code	Description	Qty	Date of Srv	Send Invoice To
		0		

12. Carefully read all information returned by the fund to determine eligibility for admission. Including descriptions, benefit limitations & exclusions