

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 shows a hospital appointment system interface. On the left, there is a calendar for July 2022 with a red circle '3' next to the 18th. Below the calendar are filters for Locations, Departments, and Doctors/Theatres. The main area displays a list of appointments for Theatre 4 on Friday, 1 July 2022. The appointment for EQPPINS, Mary at 08:00 is highlighted with a red circle '4'. A context menu is open over this appointment, with 'OEC' highlighted and a red circle '5' next to it. The menu options include: Make an Appointment, Edit Episode, Copy Appointment, Cut Appointment, Paste Appointment, History, Arrived, Unarrived, Excess/Deposit, Admit, Discharge, Theatre, Coding, Inpatient, Certificate, Clinical Indicators, Confirmed, Send SMS, Chart Label, Wristband, Delete Appointment, Documents, Create Letter, Quick Form, HC21 Left, HC21 Right, HC21 Back, Create Invoice, iEC, and OEC. The appointment table has columns: Time, Name, MRN, Surgeon, Notes, Sta, C, B, HF, and Excess. The appointment for EQPPINS, Mary has a surgeon of 'D...', station 'B', and HF 'AUH'.

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
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: [Red Circle 6] Surname: [Red Circle 6] Middle: A Initial: [Red Circle 6] DOB: [Red Circle 6] Gender: Female Medicare: [Red Circle 6]

Fund: AFM - Australian Health Management Membership: [Red Circle 6] UPI: [Red Circle 6] Claim Type: [Red Circle 6]

Eligibility Check

Type: ECF - Fund only Adm Date: 08/07/2022 Dis Date: 08/07/2022 Same day

Hospital: [Red Circle 6] Provider Number: 0656571H Surgeon/Admitting Dr: [Red Circle 6] Provider Number: [Red Circle 6]

Accident Emergency Admission Pre-existing Ailment Compensation Claim [Read Disclaimer](#)

Hospital Items

Illness Code: [Red Circle 7]

Item	Description	Action
30473	Oesophagoscopy (not being a service to which item 41816 or 41822 applies), gastroscopy, duodenoscopy or panendoscopy (1 or more)	[Red Circle 7]

Other Services

Type	DOS	Code	Description	Unit Charge	Quantity	Total Charge	Action
Prostheses	08/07/2022	[Red Circle 7]		1.00	1	1.00	

Doctor Items

Type	DOS	Item	Description	Unit Charge	Qty	Total Charge	Action
[Red Circle 8]	08/07/2022	[Red Circle 9]		1.00	1	1.00	

Ok OK and Print Cancel

10. Information returned will include:

- Patient Information
- Assessment & Explanation
- Admission details as entered to perform check
- Financial Status of the cover
- Pre-Existing status of the cover
- Illness code/Item number that check was performed for
- Excess amount
- Co-Payment amount
- Level of cover name
- Level of cover description
- Benefit limitations
- 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:

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

APPOINTMENTS > EDIT APPOINTMENT

Booking Details

Location: Toowoomba Surgicentre Pty Ltd Theatre: Theatre 3 Dr/Surgeon: [Red Circle 11] Surgical Assistant: Select Surgical Assistant Other Surgical Assistant: Select Other Surgical Assistant Anaesthetist: [Red Circle 11] Anaesthetic (Primary): General Anaesthetic: None Apmt Date: 31/01/2020 Time: 08:30 AM Adm #: 138004 Appointment Type: Theatre 3-Sess1 Proc Notes: Adenoidectomy + Bilateral Grommets

Fund Details

Health Fund: MPL - Medbank Private Membership No: 3066285J UPI: [Red Circle 11] Insurance Status: Full Fee

Excess: 0.00 Co-pay: 0

[Claim Details](#)

Items

Code	Description	Band	Action
41801	Adenoids, removal of, (including any examination of the postnasal space and nasopharynx and the infiltration of local anaesthet)	2	[Red Circle 11]
41832	Middle ear, insertion of tube for drainage of (including myringotomy) (Anaes.)	2	[Red Circle 11]
41832	Middle ear, insertion of tube for drainage of (including myringotomy) (Anaes.)	2	[Red Circle 11]

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