

Bulk Bill Easyclaim



1

Set up Easyclaim

If you do not have Easyclaim set up for Online Claiming

1. Purchase your machine and download your software from Tyro (refer to the Tyro manual for instructions).
2. Configure your Tyro device.
3. Tick **Activate Easyclaim Bulk Billing** (refer to the [Configure Tyro for Direct Billing](#) Knowledge Base article for more information).

Already have Easyclaim set up for Online Claiming?

1. Go to Set up > Configuration > Online Claiming.
2. Tick **Activate Easyclaim Bulk Bill claiming**.
3. Click **Save**.

2

If **Medicare Direct Bill** is selected the *Pay Now* button is replaced with **Easyclaim**.

Click **Easyclaim** and a status of claim will appear.

Account is sent immediately to Medicare. No need to batch.

Status of Claim

- **Approved** = success message appears, receipt prints
- **Cancelled** = transaction is cancelled on tyro/in Bp
- **Rejected** = Resend or choose a different method

NB: You must wait **5 mins** to resend a claim.

NB: You can still send via an online claiming batch if you press 'Store'.

Easyclaim cannot process these services:

DVA	In-hospital
Multiple Attendance items for > 1 patient	Complex pathology
Services that are:	
Time dependent	Separate sites (w/out restriction code)
With non-standard referrals	Service dates > 2 year old

No Easyclaim Button???

The account may have services that can't be claimed via Easyclaim.



Bp Premier

Bulk Bill Easyclaim

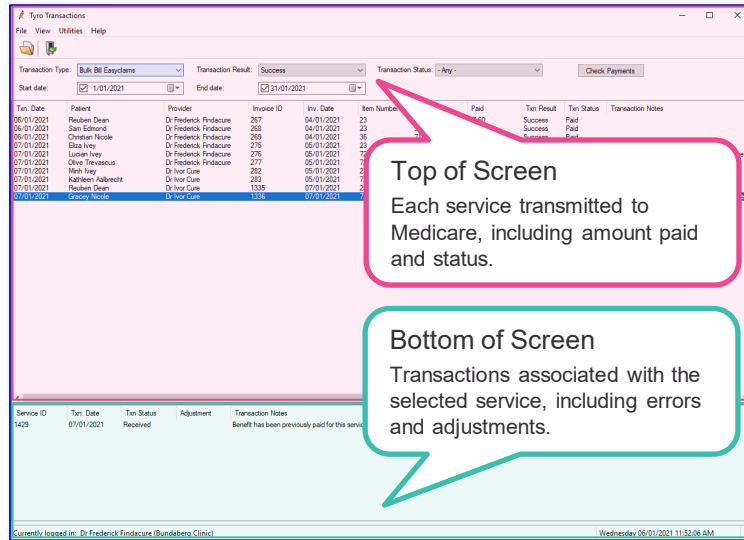


3

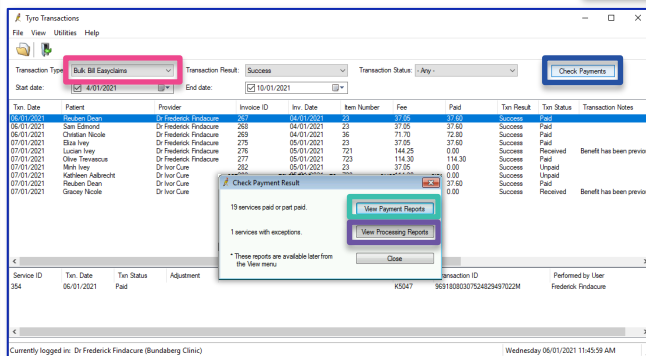
Manage your claims via Management > Tyro Transactions

Transaction Status column

- Failed** = was not sent
- Paid** = paid in full
- Received** = processed with errors
- Resent via Medicare Batch** = service not paid, a user has adjusted the service and resent
- Finalised** = service not paid; user has adjusted to change billing/accept fee of/write off



Manage Claims and Check for Payments



Check for Payments on a daily basis:

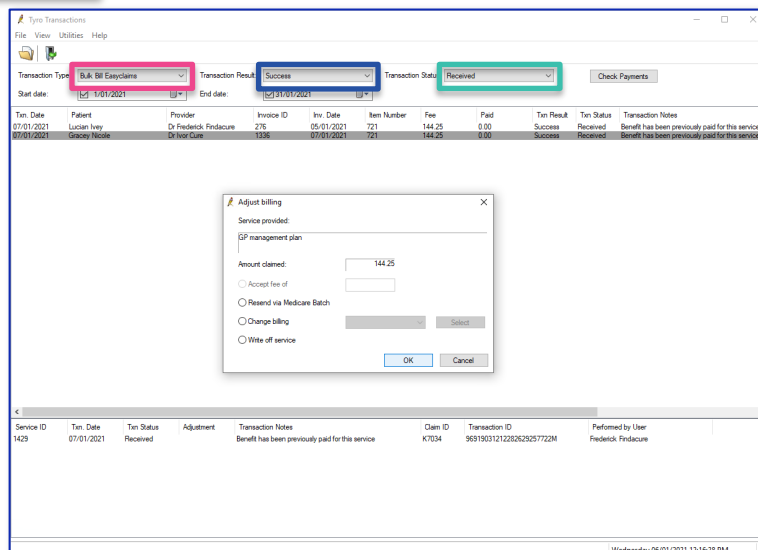
- Select 'Transaction Type' **Bulk Bill Easyclaims**.
 - Click **Check Payments**.
- NB:** Services will be updated automatically.
- You can choose to **View Payments Reports** or **View Processing Reports** now or later from the **View** menu.



4

To adjust billing:

- Set the filters as shown. Choose **Bulk Bill Easyclaims** > **Success** > **Received**.
- Adjust the service – right/double-click on the service you want to adjust.
- Adjust the service:
 - Accept fee of** = use for part payment
 - Resend Via Medicare Batch** = marks as unpaid, adjust via patient billing history
 - Change billing** = Medicare will not pay, change to alternative payer
 - Write off** = Medicare will not pay and debt is not recoverable.



Adjust Billing



Once a transaction has been sent via Easyclaim it cannot be sent that way again.