Bulk Billing

Verify Medicare

Single Patient verification from:

- **Patient Details** > **Medicare/DVA** button
- When billing a Patient, from **Account details** window > **Verify Medicare/DVA eligibility** button
- Right-click on an appointment > **Online patient verification.**

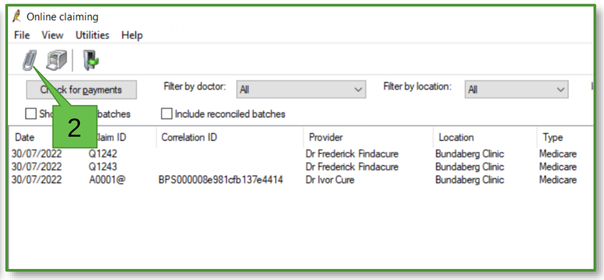
Bulk Patient verification:

1. From the **Appointment Book** > **Utilities** > **Bulk patient verification**.
2. Select **Providers** > select date range > click **Ok >** click **Verify**.

Batch Medicare

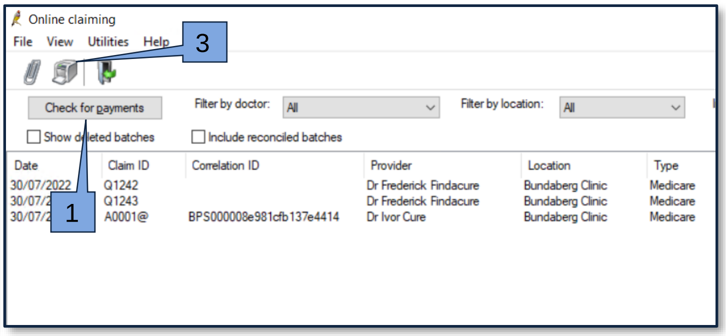
Create and Send your Batch:

1. From the main screen, go to **Management** > **Online Claiming (Ctrl + F9)**.
2. Click **New Claim** > Select provider and type of batch > **Create batch**.
3. Deselect unwanted claims > **Send Batch.**



Double check billings before you batch. Bill all patients via Appointment Book or Waiting Room. Use Appointment or Services reports to check billings.

Check for Payments



1. In the Online Claiming screen, click **Check for payments**.
2. Select **Save** to save the payment check.
3. You can print the Payment report.

You should check for payments at least daily, and before doctors RCTIs are created.

Process Claim Rejections

1. Double click on the batch.
2. Choose the service item from the list available > click **Adjust Service**.
3. Depending on the explanation, adjust the service item.
4. Click **Process** when you are finished.

Choice	Use when
Mark as Fully Paid	Mark the amount as paid in full. Only use if advised by Support.
Resend Service	Resend as is. Invoice can be changed from the Patient Billing History screen.
Change item No.	If Medicare does not pay on item claimed, you may be able to change the item.
Edit Voucher Details	Edit NNAC or # of patients; use the next field to add service text to an item.
Edit Service text	Add service text to an item.
Accept Fee of	Accept the fee when Medicare have paid less than claimed or there is a rounding variation.
Change Billing	Change **Bill to** patient or account holder.
Write off service	Write the service debt off as unrecoverable.

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