

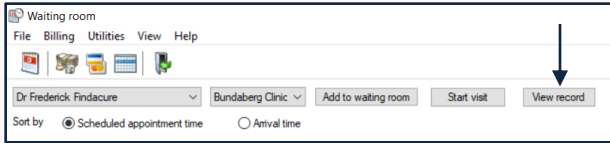
Start and Finalise a Visit

Preview the Record

From Main Screen, **View > Waiting room**
OR
Ctrl + F12



View record opens the patient's record but does not start the consultation timer.
No visit is created in the database.



Select a Patient > **View record**.



Previewing Patient's notes does NOT remove Patient from the Waiting Room.

Start a Visit

From the Appointment Book: Double-click the arrived Patient

OR

Select the appointment > **Start Visit** button on the left

OR

Right-click the appointment > **Start Visit**

From the Waiting Room: Double-click on the appointment

OR

Select the patient > **Start Visit** button

OR

Press **F2**

Finalise a Visit



The Finalise visit screen also opens when a Patient record is closed after consultation.

Finalise visit

Visit length: 1m 43s Account type: Direct Bill

MBS Item: Default list **1**

Description	Item No.	Fee	Rebate
Surgery consultation, Level A	3	18.20	18.20
Surgery consultation, Level B	23	39.75	39.75
Surgery consultation, Level C	36	76.95	76.95
Surgery consultation, Level D	44	113.30	113.30
Sinus, excision of, involving superficial tissue only (Anaes.)	30099	80.90	80.90
Incision and drainage of haematoma, furuncle or abscess	30219	24.60	24.60

2

Items to bill:

Description	Service text	Item No.	Fee	Rebate
Surgery consultation, Level A		3	18.20	18.20

Note to reception:

Not normal aftercare
 In hospital
No. of patients: 1

Save Save & Close Cancel

1. Account type defaults to the billing configuration:
Setup > Configuration > Billing > Billing preference.



Selecting the account type **Direct Bill** indicates that the account will be billed to either Medicare or DVA.

2. To set up a default MBS item number:

- 1) Go to **Setup > Users > Edit > Default Item No.**
- 2) In **Setup > Preferences > General** > tick **Use the default MBS Item in the Finalise window** checkbox.
- 3) Set **Billing precedence** to 'Doctor' in **Setup > Configuration > Billing.**

View the Previous Patients:
Appt Book > Shift + F2
OR
View > Previous patients.

Unable to open a patient record from the Appointment Book? Check:

- the clinical record permission in **Setup > Users > Edit > Set Permissions**
- that the appointment is booked for you.
- that the record is not marked as confidential.

Check a Patient's next booked appointment:
In Patient record, **Open > Appointment history.**



You must have the **Configuration** permission set to **Allow access** to view the Configuration screen and you must have the **User details** permission set to **Add/Edit/Delete** to edit user permissions.