

Private Billing

Account Details

1. Go to **Vary item** tab to change the item or fee to charge.
2. Check Patient's OPV if you haven't done so when arriving the Patient.
3. Tick when you want to bulk bill a visit but privately bill vaccination (e.g., a flu shot):
Select **Medicare Direct Bill** for Billing schedule > add an item > tick **Do another account** > Store > select **Practice fee** > add an item > **Pay now**.

Account details

Invoice date: 24/08/2022 Invoice No.: 1358 Location: Bundaberg Clinic

Provider: Dr Frederick Findacure Service date: 24/08/2022

Bill to: Head of Family Bill to: Mrs Bonnie Ines Bush 50 River Run Moonbah 4035

Billing schedule: Practice fee

Patient: Mrs Rose Bush 50 River Run Moonbah 2627

Buttons: Add item, Delete item, **Vary item** (1), Verify Medicare/DVA eligibility (2)

Date	MBS Item	Description	Amount	GST	Total
24/08/2022	3	Surgery consultation, Level A	35.00	0.00	35.00
Total:			35.00		35.00

Notes from provider: Notes: Print Medicare claim form Do another account (3) Open Billing History

Buttons: Pay now, Print, Store, Hold, Cancel



When finalising a visit, Doctor can select the Billing schedule in the Account type dropdown. They can also add items to bill and any notes to Receptionist.

Process Payment and Rebate

Payment details - Mrs. Bonnie Ines Bush

Total of services: 35.00 Pay full amount Pay gap Location: Bundaberg Clinic Payment date: 24/08/2022

Cash: EFT: MID: Default TID: 0 Use Tyro Direct credit: Use deposit:

Cheque details: Cheque no: Drawer Bank Branch Amount

Outstanding items: Gap: 16.80 Payment total: 0.00

Invoice	Date	Doctor	MBS Item	Description	Fee	GST	Total	Paid	Owing	Pay now
<input checked="" type="checkbox"/> 1358	24/08/2022	Dr F. Findacure	3	Surgery consultation, Level A	35.00	0.00	35.00	0.00	35.00	0.00

Amount tendered: Change: Balance owing: 35.00

Print Medicare claim form Send via Patient Claiming Send via Easyclaim

Buttons: Print receipt, Process, Cancel

1. To process the full payment, put the cursor in the payment type field and tick **Pay full amount**.
The payment can also be split between different payment methods.

2. For cash payments, put the amount received to calculate the change.

Process rebate:

- Tick **Use Tyro** and **Send via Easyclaim** > **Process**.
OR
Tick **Send via Patient Claiming** > **Process**.



When processing the rebate via Patient Claiming, the Patient information in Medicare must match the information recorded in Bp Premier. The rebate will be deposited to the bank account recorded with Medicare.

To see the list of patients' claims:

Main screen > **Management** > **Patient Claiming**

Patient claims

File View Utilities Help

Claim date: 15/07/2022 Location: All Status: All Include deleted

Patient	Location	Doctor	Voucher ID	Services	Amount claimed	Status
Mr. Jan Joubert	Bundaberg Clinic	Dr F. Findacure	1363	23	65.00	Paid