

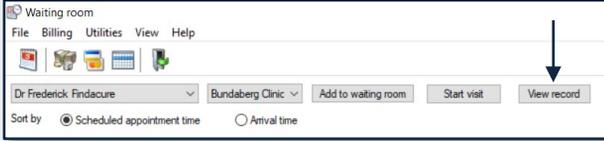
Start and Finalise a Visit

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

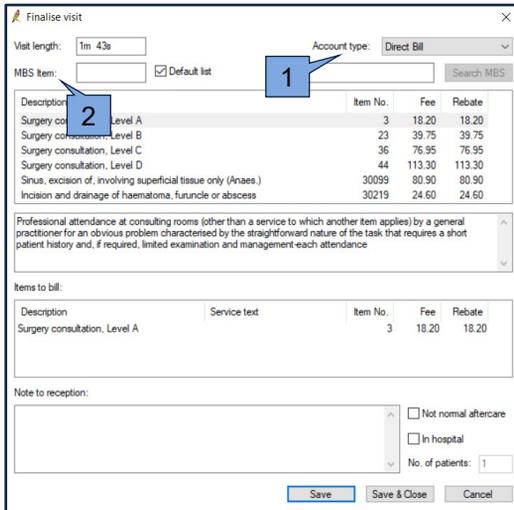
From the Appointment Book: Double-click the arrived Patient OR Select the appointment > **Start Visit** button on the left OR Right-click the appointment > **Start Visit**

From the Waiting Room: Double-click on the appointment OR Select the patient > **Start Visit** button OR Press **F2**

Finalise a Visit



Use **Finalise visit** to allocate the patient's billing (invoice items and other billing information)



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.**



Only click **Finalise visit** ONCE. If not sure, use the icon. The Finalise visit screen pops up if the billing needs to be completed.

Use **Save** to update the billing status and return to the clinical record to finish the consult notes. Click  once done.

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.

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.