Billing and Redirections

Bp^{*}Learning

To bill an invoice where the patient is paying for the whole invoice:

- 1. Select the patient from the Appointment page and click F5 or click
- 2. The 'Consultation' screen opens. Change the 'Service Date' if required.
- 3. Check the Provider is correct and the Feescaler shows 'Private'.
- 4. Click in the empty 'Code' field and start typing the charge code.
- 5. The 'Charge Items' screen opens, and the selected charge code is displayed in blue.
- 6. Click OK button or Enter on your keyboard to verify the correct charge code.



When an Insurer pays a portion on a patient's invoice, this can be recorded on Bp VIP.net using Redirections:



* **Note:** If the 'Redirector' is recorded in the 'Patient Details > Financial Tab', the insurer will populate automatically into the 'Less Redirection' to field in the Invoice. It can be deleted from the invoice. 1. Repeat steps 1 – 3 from above.

А

В

С

D

E

Print Invoice (F7)

Email Invoice

ОК

Cancel

Pay (F6)

- 2. Because this is an operation the charge code will default to the invoice with any other procedures from the 'Operation' screen.
- Add the Insurer to the 'Less Redirection to:' field (see * Note below)
- 4. Add the insurance portion into the field beside the Insurer. The patient 'Balance' of the invoice will display.
- 5. The Operation link is created.
- 6. Save or Pay the invoice.



Bill an Invoice with Insurance

his document is classified as commercial-in-confidence. Unauthorised distribution of this information may constitute a breach of our Code of Conduct, and may infringe our intellectual property rights. This information is collected and managed in accordance with our Privacy Policy, available on our website at <u>https://bpsoftware.net/privacy-policy</u> Contact our Software Support Team on 1300 40 1111 (AU), or 0800 40 1111 (NZ) www.bpsoftware.net

Private and Redirection Payments

Bp^{*}Learning

- 1. If you are paying the invoice immediately, click the 'Pay (F6)' button from the Consultation screen.
- 2. The invoice is saved, and the 'Payments' screen is displayed.
- 3. Select the Invoice for payment and click the 'Tag' button or 'Spacebar' on your keyboard.
- 4. When the invoice is tagged the details will display in the top field and the 'Total to be Paid' will display the balance.



- 5. Enter the payment 'Type'.
- 6. Record the payment in the 'Acct Credit' column.
- Click 'Email/Print or OK' to save and action the payment.

Discounts:

If a discount has been established, use the Less Discount' field to record either the \$ or the %. This will show as an official discount in the reports.



When a patient has paid their portion of a 'Redirected Invoice' the Insurer is receipted separately:



- a. This INV has a different System and Service date.
- **3.** The Insurer displays in the Snapshot and their Transaction screen opens.
- 4. The patient line is highlighted blue as the tab was clicked from the patient screen.
- 5. Click the pay button or F6 to open the payment screen.
- 6. Complete steps 3 7 as above.

- 1. Search for the Patient and click F8 or to display their 'Transaction' screen.
- 2. Select the line below the INV that displays 'Redirection Credit' and click the 'Tab' button.

O- Transactio	ons - Southern C	7011								
VIP 2000	Filter	Reset	Print	- 3 - 3	E	Show Tagged	Show Refunds As Owing Show Owing Only			
Sort By System Date		 Sort By Service Date 	Unsag All	O Show Sy	Э	how Service Date		(80 M crarit or heid	evailable)	
	Date		Deta				(A)	Channel	Subuide	Batch
. 0	4 Nov	2016	Debit -	Transferred from R	ohana, Wren	Ncholes (INV-80)	1.00	charges	(deno)	
. 0	1 Feb	2017	Debt -	Transferred from L	nu. Masina Te	ule (INV: 106)	1.00			
. 0	1 Feb	2017	Debe -	Transferred from L	tu, Masina Te	ula (INV:108)	1.00			
. 5	4 Mar	2017	Debt -	Transferred from B	iker, Arthony I	Logan (INV/218)	1.00			
	4 Mar	2017	Debt -	Transferred from B	ker, Arthory	Logan (INV:225)	1.00			
	3 Mar	2017	Debit -	Transferred from B	sier, Arthony	Logan (INV 228)	1.00	80.00		
	3 May	2017	Debit -	Transferred from B	sier, Arthony	Logan (INV/232)	1.00			
	4 Feb	2019	Debit -	Transferred from B	kar, Nthony	Logan (INV/241A-1)	1.00	90.00		
	4 Feb	2019	Debit -	Transferred from A	cher, Samuel (INV 247A)	1.00	64.00		
. ,	4 Feb	2019	EFTPO	S Payment 206 (NV 247A)					
. 5	4 Feb	2019	Debt -	Transferred from 2	nang, Lan Ping	(INV:2544)	1.00	800.00		
• z	7 Feb	2019	Debt -	Transferred from C	oper, Køylee i	ivery (NV:252A)	1.00	80.00		
• z	7 Feb	2019	Debit -	Transferred from K	mar, Neha Di	ya (NV-268A)	1.00	80.00		
• z	7 Feb	2019	EFTPO	15 Payment 258 (W/258A)					
. 2	0 Mar	2019	Debit -	Transferred from B	ack, Matha (1	VV 200A)	1.00	60.00		
. 2	D Mar	2019	Debit -	Transferred from E	ans, Hannahi	Chice (INV 295A)	100	100.00		
• 2	1 Mar	2019	Debit -	Transferred from S	aunders, Emma	Arbley (INV:303A-1)		75.00		
• 0	5.Apr	2019	Debt -	Transferred from C	e, Jack (NV3	264-2)		85.00		
• 1	D May	2019	Debt -	Transferred from B	iker, Anthony I	Logen (INV:331A)	T	80.00		
. ,	0 May	2019	EFTPO	IS Payment 349 (NV:331A)					