In-patient medical Claiming (IMC)

Bp VIP.net ruby

Set up work (claim) types for automated in-patient medical claims (IMC)



Process an online IMC - No Gap

To process an IMC with no gap from the Appointment Book:

- 1. Select the patient you want to bill.
- Click 'Consultation' icon from the task bar or 2. press 'F5'.
- 3. Enter the 'Fee Scaler' for the Health Fund (e.g., Bupa).
- 4. Press 'TAB' to update the Subsidiser field.
- 5. Enter the 'Less Redirection to' for the Health Fund (e.g., Bupa).
- Tick 'VIP Easyclaim Authorised' checkbox. 6.
- Click 'Easyclaim (3)'. 7.
- Click 'Send Claim'. 8.
- Click 'OK'. 9.

To set up a work type for IMC:

- 1. Goto Setup>Providers>This Clinic.
- Select the 'Provider' (e.g., Hollie-Raye, Felica). 2.
- 3. Click 'Modify'.
- 4. Click 'New'.
- 5. Select the 'Health Fund Name' (e.g., MBP, Medibank Private).
- 6. Click 'Work type' radio button (e.g., Scheme/Contract (SC)).
- 7. Click 'OK'.
- 8. Click 'OK'.

Note: Work types need to be set up for all internal providers at your practice.







Online IMC – No Gap

Set up Work Types

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In-patient Medical Claiming (IMC)

Process an online IMC

- 1. Select the patient you want to bill.
- 2. Click 'Consultation' icon from the task bar or press 'F5'.



- **3b.** To process an IMC with a **known gap** patient pays \$500.
 - i. Enter the 'Fee Scaler' for the Health Fund (e.g., Medibank).
 - ii. Press 'TAB' to update the Subsidiser field.
 - iii. Enter the 'Less Redirection to' for the Health Fund (e.g., Medibank).
 - iv. Enter the 'Known Gap' amount (e.g., 500.00).
 - v. Click 'Pay (F6)'.



- 8. Click 'Send Claim (PCI)'.
- 9. Click 'OK'.



- **3a.** To process an IMC with **gap cover** Medicare pays 75% and the Health Fund pays 25%:
 - i. Enter 'sched' as the Subsidiser.
 - ii. Enter the 'Less Redirection to' for the Health Fund (e.g., STS).
 - iii. Click 'Pay (F6)'.

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- 4. Click 'Tag' or press 'SPACEBAR'.
- 5. Enter the 'Acct Credit' amount for payment type (e.g., EFTPOS: 500.00).
- 6. Tick 'VIP Easyclaim Authorised' checkbox.
- 7. Click 'Easyclaim'.





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