In-patient medical Claiming (IMC) with Assistance Item

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Process IMC with assistance fee - billed with surgeon

Note: The entire amount of the claim (\$1836.36) will be paid to the surgeon; it's then their responsibility to pay the assisting surgeon (\$306.06).

To process an IMC with assistance fee - billed together with the surgeon.

- 1. Select the patient you want to bill.
- 2. Click 'Consultation' icon from the task bar or press 'F5'.
- 3. Enter the 'Provider' for the surgeon (e.g., Hollie-Raye, Felica).
- 4. Enter the 'Fee Scaler' for the Health Fund (e.g., AHSA).
- 5. Press 'TAB' to update the Subsidiser field.
- 6. Enter the 'Less Redirection to' for the Health Fund (e.g., HBF).
- 7. Enter the 'Code' for the procedure item (e.g., 42710).
- 8. Enter the 'Code' for the assistance item (e.g., 51303).
- 9. Click '>'.

MC – with assistance item

- 10. Select the 'Assisting Provider' (e.g., Demden, Oprah).
- 11. Click 'Add Assist Provider Number' to update the assisting surgeon's Provider number in the Service Text (i) field.
- 12. Click 'OK'.
- 13. Tick 'VIP Easyclaim Authorised' checkbox.
- 14. Click 'Easyclaim (3)'.
- 15. Click 'Send Claim'.
- 16. Click 'OK'.











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In-patient medical Claiming (IMC) – with Assistance Item





Bill the Surgeon

Note: The amount paid to the surgeon (\$1530.30) will be processed and billed separate to the amount paid to the assisting surgeon (\$306.06).

To process an IMC with assistance fee - billed **separate** from the surgeon.

- 1. Select the patient you want to bill.
- Click 'Consultation' icon from the task bar or press 'F5'.
- **3.** Enter the 'Provider' for the surgeon (e.g., Hollie-Raye, Felica).
- **4.** Enter the 'Fee Scaler' for the Health Fund (e.g., AHSA).
- 5. Press 'TAB' to update the Subsidiser field.
- 6. Enter the 'Less Redirection to' for the Health Fund (e.g., HBF).
- 7. Enter the 'Code' for the procedure item (e.g., 42710).
- 8. Tick 'VIP Easyclaim Authorised' checkbox.
- 9. Click 'Easyclaim (3)'.



- 10. Click 'Send Claim'.
- 11. Click 'OK'.





Bill the Assisting Surgeon

- 12. Select the (same) patient.
- 13. Click 'Consultation' icon from the task bar or press 'F5'.
- **14.** Enter the 'Provider' for the assisting surgeon (e.g., Demden, Oprah).
- 15. Enter the 'Fee Scaler' for the Health Fund (e.g., AHSA).
- 16. Press 'TAB' to update the Subsidiser field.
- **17. Enter** the 'Less Redirection to' for the Health Fund (e.g., HBF).
- **18.** Enter the 'Code' for the procedure item (e.g., 42710).
- **19. Untick** '?' checkbox for the procedure item to exclude it from the bill.

Note: The procedure item must be added to allow the system to calculate the correct amount for the assistance fee.

- 20. Enter the 'Code' for the assistance item (e.g., 51303).
- 21. Click '>'.
- **22. Select** the 'Surgeon Provider' for the surgeon (e.g., Hollie-Raye, Felica).
- 23. Click 'Add Surgeon Item' to update provider and item number in the *Service Text* (i) field.
- 24. Click 'OK'.
- **25. Tick** 'VIP Easyclaim Authorised' checkbox.
- 26. Click 'Easyclaim (3)'.
- 27. Click 'Send Claim'.
- 28. Click 'OK'.



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