Patient Claiming Interactive (PCI)

Bp VIP.net PUby

Send a patient claim to Medicare (adult)

To send a PCI claim to Medicare on behalf of an adult from the *Appointment Book*:

- 1. Select the (adult) patient you want to bill.
- Click 'Consultation' icon from the task bar or press 'F5'.
- 3. Enter the 'Code' for the charge items (e.g., 105).
- 4. Click 'Pay (F6)'.
- 5. Tick 'Appointments' checkbox(s) to choose appointment associated with this consultation.
- 6. Click 'OK'.

PCI – Adult

- 7. Press 'SPACEBAR' or click 'Tag'.
- 8. Enter 'Acct Credit' amount for payment type (e.g., EFTPOS: 95.00).
- 9. Tick 'VIP Easyclaim Authorised' checkbox.
- 10. Click 'Easyclaim'.
- 11. Click 'Send Claim (PCI)'.
- 12. Click 'OK'.
- **13. Click** 'Print' icon to print a copy of the *Statement of Claim and Benefit Payment* form for the patient (*optional*).
- 14. Click 'Close'.





To delete a PCI claim made on the same day from the *Appointment Book*:

- 1. Click medicare icon from the task bar.
- 2. Click '3. Same Day Delete'.

Note: The transactions shown will be for that business day (e.g., 7:00 am – 7:00 PM in NSW).

- 3. Select 'VIP Claim' to be deleted (e.g., 281).
- 4. Select 'Dame Day Delete Reason' (e.g., Incorrect Item Number Claimed).
- 5. Click 'Delete This Claim'.
- 6. Click 'OK'.
- Click 'Exit'.



Copyright Statement

Same Day Delete

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Patient Claiming Interactive (PCI)

Send a patient claim to Medicare (child)



Bill the Patient

Pay the Invoice

Send the Claim

Copyright Statement

Bill the Patient (child)

Pay the Invoice (parent/guardian)

Send the Claim (child)

To bill a child patient from the Appointment Book:

- 1. Select the (child) patient you want to bill.
- Click 'Consultation' icon from the task bar or press 'F5'.
- Enter the 'Code' for the charge items (e.g., 105).
 Note: The credit will be redirected to the child's parent or guardian that has been set as the Balance to be paid by (i).
- **4.** Click 'OK'.
- Select the 'Redirection Credit Transferred to...' item (e.g., INV: 300) and press 'TAB' to transfer to the parent/guardian window.



To send a PCI claim to Medicare on behalf of a child:

- **12. Select** the original invoice item (e.g., INV: 300).
- 13. Tick 'Easyclaim Authorised' checkbox.
- 14. Click 'Easyclaim'.
- 15. Click 'Send Claim (PCI)'.
- 16. Click 'OK'.
- **17. Click** 'Print' icon to print a copy of the *Statement of Claim and Benefit Payment* form for the Patient (*optional*).
- 18. Click 'Close'.



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To pay the child patient's invoice:

- Select the 'Debit Transferred from...' item (e.g., INV: 300B).
- 7. Click 'Payments' icon from the task bar or press 'F6'.
- Click 'Tag' to select item to pay (e.g., INV: 300B) or press 'SPACEBAR'.
- 9. Enter 'Acct Credit' amount for payment type (e.g., EFTPOS: 95.00).
- 10. Click 'OK'.
- Select the 'Debit Transferred from...' item (e.g., INV: 300B) and press 'TAB' to return to the child window.

						13			
O. Transactions -	- Randolph,	Narissa							
VIP 2000	Filter	Reset	Print	Show Items	Show Tagged	Show Refunds As Owing	Easyclaim Authorised		
Find	Next	Teg	Untag All	Show Journal Entries	Show Deleted	Show Owing Only	Easyclaim	BirtheSoveFort	i
Sort By System Date		O Sort By Operator Date		O Show System Date	Show Operator Date		(0.00 credit on hold available.)	3	
Date			Details			1/		City	Charged
- 06 Mar		2019	2019" (NV-272)						72.75
			104 Special	at, referred consultation				12	72.75
- 11 Mar		2019	(NV.276)						36.55
			105 Professi	ional attendance by a specialist i	n the practice of his or her specia	ky			35.55
- 12 Mar		2019	(NV 286)						37.15
			105 Profess	ional attendance by a specialist i	the practice of his or her specia	ity following referral of the patient to him or h	erven attendance after the first in a sin	1.00	37.15
			105 Profess	ional attendance by a specialist i	n the practice of his or her specia	ity following referral of the patient to him or h	er an altendance after the first in a sin	1.00	95.00
- 13 Har		2019	Redirection Credit - Transferred to Randolph. Gwendoline (NV:300)						
			105 Profess	105 Professional attendance by a specialist in the practice of his or her specially following referral of the patient to him or her-an attendance after the first in a sin					



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