

Day stay episodes and billing

Day stay is a separately licensed module of Bp VIP.net. To check if this licence has been activated, go to Help > About > Licence Information. If your installation has been granted a Day Stay licence, the Access Level column for day stay will show 'Full'.

The procedure items charged by the surgeons should be updated regularly using **VIP Live Update - Health Fund Update** to ensure you are billing with the most up-to-date information. Theatre bands will be updated as part of an MBS update and when importing items using **Live Update**.

The surgeons must have a provider record at the location where the operation is performed in Bp VIP.net)

The hospital billing fees are updated under the contracts for each health fund.

Check patient details

The patient must have their health fund (Insurer), health fund policy number, Medicare and / or DVA numbers, excess or co-payment balance, cover type and when their policy commenced recorded in their **Patient Details > Financial** tab.

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Patient Details

Surname: Caleb | Building/Box: 123 | Title: Mr | Sex: M | First Name: Christopher | Middle Name: | Date of Birth: 13/11/1954 | 64y | No/Street: 67 Joseph Drive | Suburb/City: Grassdale | Postcode: 2113 | State: VIC | Country: Australia

IHI / My Health Record

Employer: | Occupation: Aerospace Engineer | Ethnicity: | Indigenous Status: 4 Neither Aboriginal nor Torres Strait Is | Language: | Warning

Contact Information

Home: 61 03 | Mobile: 61 0425 555 555 | Business: 61 02 5555 5555 | Fax: 61 03 | Other: 61 03 | Email: | **TXT Opt-in**

Health Insurance

Health Insurer: BUPA INS, BUPA | Policy Number: 45895 | Policy Holder: | Relationship: | Commenced: 07/07/2019

Billing/Financial

Excess: 400.00 | Copayment: 0.00 | Cover: Top | Restricted: | Notes:

Deactivate on // Reason: | **Easyclaim OPV** | **Easyclaim OCV** | **HI Verification** | **OK** | **Cancel**

1. Ensure all details are completed before booking the operation and starting the **Day Stay Episode** in Bp VIP.net.
2. Ensure the commenced date is prior to the day of the operation.
3. Run the **OEC – Online Eligibility Check** with see if the patient is eligible for cover by the health fund. This can be done through the **Easyclaim OPV** buttons on the bottom of the **Patient Details** screen.

Add the operation to the patient record

Prior to starting a Day Stay episode in Bp VIP.net, an operation must be assigned to the patient.

1. When the patient is in the snapshot, select **Medical > Operations** (Ctrl+F9)

The **Operations** screen is displayed.

Operation 7/01/2016 1:20:00 PM
 Left - 42702 Lens extraction and insertion of artificial lens
 42702-06 Extracapsular extraction of crystalline lens by mechanical phacofragmentation and aspiration of cataract with insertion of foldable artificial lens

Operation Planned For: 07/01/2016 13:20 Booked Complete

Buttons: New, Modify, Delete, Add to Waiting List, Make Booking

Procedure Main Procedure Location? NA Right Left Bilateral

Date	Visit	Provider
30/09/2010	Medical	Ophthalmology, Dunkin
29/09/2011		Ophthalmology, Dunkin
7/02/2012		Ophthalmology, Dunkin

Details of selected Note
 COMPLAINING OF:
 CONGENITAL MOTOR NYSTAGMUS
 HISTORY OF PRESENT COMPLAINT:
 Down syndrome
 EXAMINATION:
 STARTING NEXT YEAR ST GILES SPEECH THERAPY
 FACE TURN LEFT-EYES RIGHT MINIMISES NYSTAGMUS
 MYSTAGMUS
 BEGINNING TO SIGNB LEARNING KAYS SLOWLY
 LOOKS ORTHO

Buttons: New Note, Modify Note, Close

2. Click the **New** button under the operations section.

The **Choose Procedure** screen is displayed

Search: 42702 Run Search

Sort/Search by: Description (/) Code

(Enter as many search terms as required)

Code	Description
42702	Lens extraction and insertion of artificial lens

Location? NA Right Left Bilateral

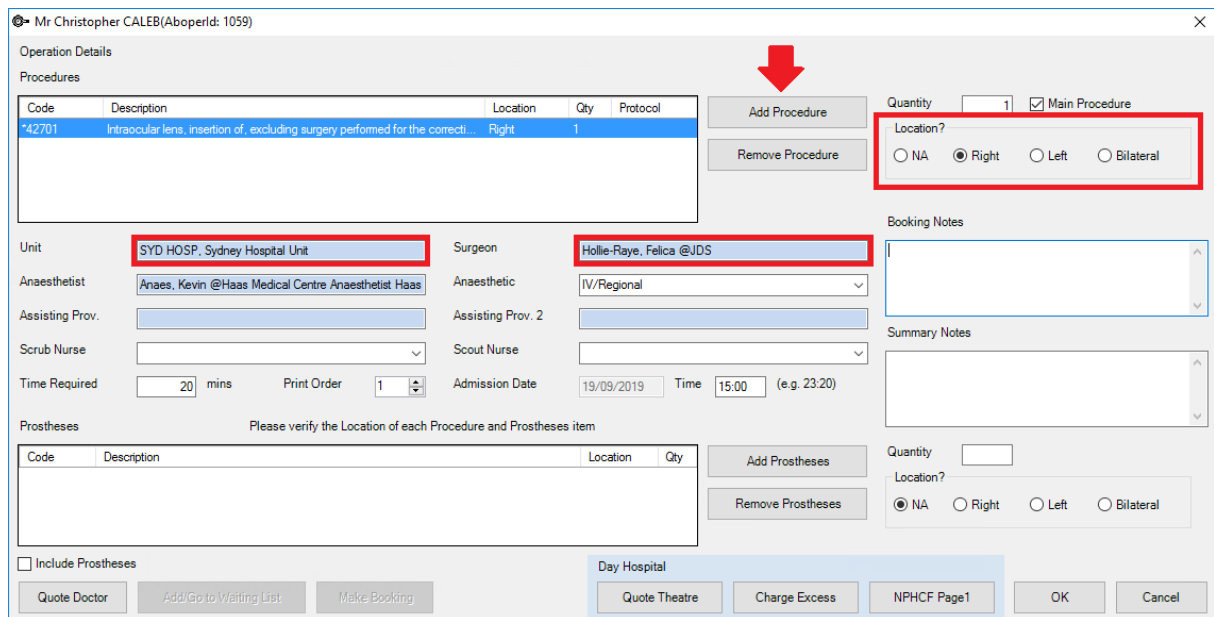
Buttons: Procedures ICD10 Procedures OK Cancel

3. Check the **Procedures** radio button is selected.

Important: Do not select the **ICD10 Procedures** radio button to search for the procedure as selecting an ICD10 procedure code will impact the billing codes on the doctor's invoice. The ICD10 procedure code will be recorded on the **Day Stay Episode**.

4. Search for the code either using the **Description** or the **Code** sort options.
5. Select the code and the **Location** of the procedure.
6. Click **OK**.

The patient's **Operation** screen is displayed with the procedure populated.



Important: The **Add Procedure** button is used to add additional procedure codes (these will populate through to the doctor's invoice and day stay episode invoice). For the day stay episode invoice to be generated correctly, all procedures and prosthesis must be added through the **Operation** screen.

7. If more than one procedure is listed, ensure that **Main Procedure** tick box is selected for the main item.
8. Select the **Unit** (location) and **Surgeon**.
9. Select the **Anaesthetist**, **Anaesthetic** and any additional details.

Tip: The default anaesthetic recorded in the **Day Stay Preferences** screen will automatically populate into the **Anaesthetic** field.

The **Time Required** will populate from the procedure's **Item Details** screen in **Setup > Charges**.

10. Add the prostheses required and specify the location (these will be included in the doctor's invoice if **Include Prosthesis** tick box is selected).

Prostheses Please verify the Location of each Procedure and Prostheses item

Code	Description	Location	Qty
EG010	Artiflex Anterior Chamber Intraocular Lens	Right	1

Quantity

Location? NA Right Left Bilateral

11. Click **OK** to save the operation details.
12. Book the operation into the appointment book.

Create the day stay episode

After the operation has been recorded and booked, the **Day Stay Episode** must be created in Bp VIP.net.

1. Click **Patient > Day Stay** or Ctrl+F8

The **Day Stay Episodes** for screen is displayed where previous episodes may be listed.

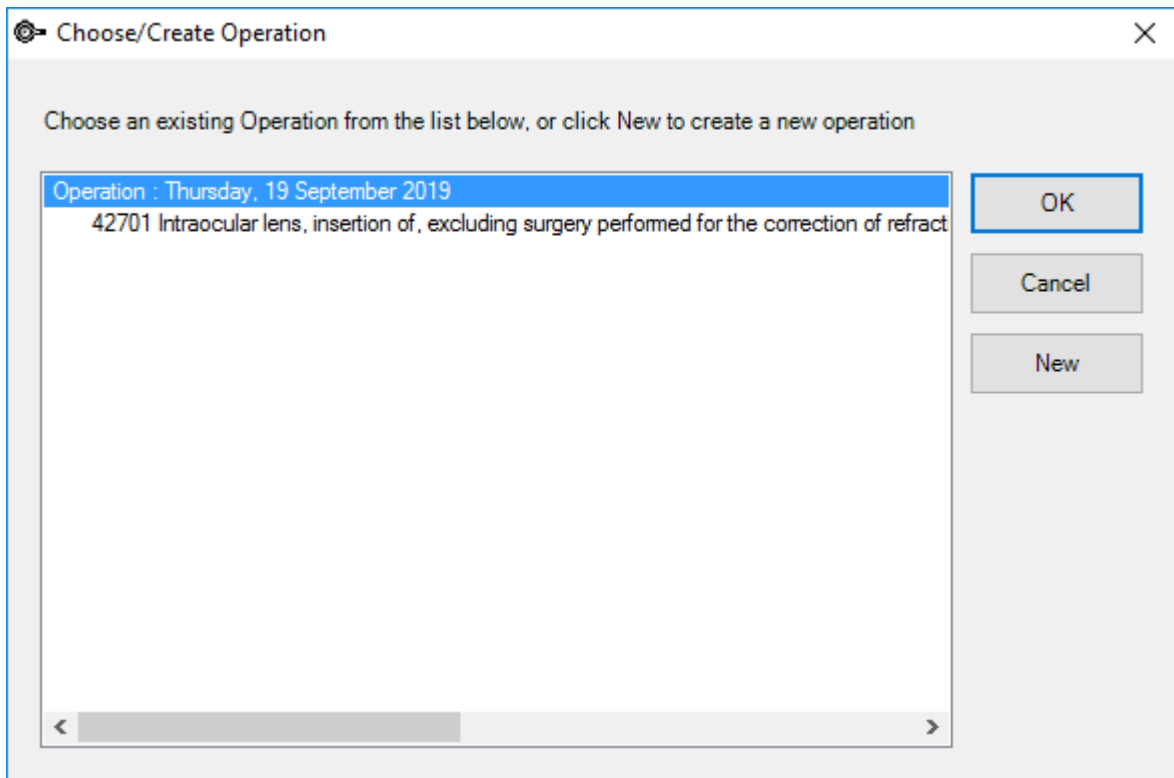
Daystay Episodes for Caleb, Christopher (Id:30; State:QLD)

Browse | Personal and Admission Details | Diagnosis and Procedures | Cancer Details | Discharge Details

Admission	Discharge	Main Procedure	State	DVA	PHDB	HFund	Status
19/08/2019 01:42	19/08/2019 15:00	Insertion of intraocular lens				Yes	Complete and Transmitted

A completed Daystay Episode

2. Click **New**. The **Choose/Create** Operation screen is displayed.



3. Select the operation and click the **OK** button.

The **Personal and Admission Details** tab is displayed.

Personal and admission details

The screenshot shows a software interface for "Daystay Episodes for Caleb, Christopher (Id:32; State:QLD)". The "Personal & Admission Details" tab is active. The form is divided into several sections:

- Address:** Building/Box (123), No/Street (67 Joseph Drive), Suburb/City (Grassdale), Postcode (2113), State (VIC), Country (Australia).
- Birth Date:** 13/11/1954, Sex (M).
- Country of Birth:** 1101 Australia, 1101.
- Indigenous Status:** 4 Neither Aboriginal nor Torres Strait.
- Marital Status:** 9 Not stated/unknown.
- Patient Classification Code:** SU Surgical.
- Hospital Insurance:** IH Insured with agreement with hospit.
- Fund ID:** BUPA INS. BUPA.
- Health Insurer/Fund:** 45895.
- Policy Number:** 45895.
- Cover commenced:** 07/07/2019, Excess (400.00), Co-Payment (0.00).
- Cover Type:** Top (selected), Base, None, Restricted.
- Cover Comments:** (empty field).
- Medicare Eligibility:** (dropdown menu).
- Admission Details:**
 - Patient did not arrive
 - Cancelled after arrival
 - Booked Date/Time: 19/09/2019 15:00
 - Hospital: JDS, Jackson Day Surgery
 - Admission Date/Time: 19/09/2019 15:00 (eg. 27/08/2007 23:20)
 - Compensation Claim
 - Planned Same Day: (dropdown menu)
 - Care Type: (dropdown menu)
 - Elective Patient Status: (dropdown menu)
 - Source of Referral/Transfer: (dropdown menu)
 - Re-admission within 28 Days: (dropdown menu)
 - Chargeable Status: (dropdown menu)
 - Compensable Status: (dropdown menu)
 - Admission Ward: (dropdown menu)
 - Baby Admission Weight: 0 (grams)
 - Transferring from Facility: (checkbox)

At the bottom of the form, there is a status bar showing "Incomplete" and buttons for "Print P1", "Charge Excess", "OK", and "Cancel".

The patient and operation details are populated from the **Patient Details** and **Operation** screen.

1. Complete the required fields.

Note: Fields marked with a red asterisk are compulsory and must be completed for the Day Stay Episode to be validated for transmission. Fields may have a default entry displayed populated from the **Day Stay Preferences**.

Important: Medicare eligibility should be run when the **Day Stay Episode** is created.

2. Click the **Charge Excess** button to create the invoice for the patient excess and / or co-payment.

The **Consultation** screen displays with the excess fee generated.

Date	Code	Fee Scaler	Band (u)	Name	Qty	Fee Scale	Sub Scale	Fee %	Fee	Sub %	Subsidy	Gap (h)	GST
19/09/2019	EXCESS	BUPA INS. BUPA	No Band	Excess	1.00			100.0000	400.00	100.0000		400.00	
19/09/2019		BUPA INS. BUPA			1.00			100.0000		100.0000			
19/09/2019		BUPA INS. BUPA			1.00			100.0000		100.0000			

Assistance Fees? Redirected Amount Fee (w) Subsidy (x) Gap (y) Other

Excess 400.00 Totals (GST Incl.) 400.00

1. Less Redirection to 0.00
2. Balance to be paid by 400.00

3. Ensure the patient's health fund is displayed in the Insurer field.

Note: A second check will be run by Bp VIP.net when invoicing the **Day Stay Episode**, that the excess has been charged to the patient. If you try and charge the excess again the **'Excess / Invoice already Created'** warning is displayed.

4. The **Fee** field at the bottom of the invoice populates with the patient excess and / or co-payment balance recorded in the **Patient Details** screen.
5. Click the **Pay** button to receipt and save payment or click **OK** to save and take the payment at another time.
6. The screen switches back to the **Day Stay Episode** screen after closing the **Consultation** (F5) or **Payment** (F6) screen.
7. Click the **P1** button to print page one of the *National Private Patient Hospital Claim Form* where the patient can fill out and sign the **Declaration Concerning Claim**.

8. Click **Close**.

The diagnosis and procedures

Daystay Episodes for Caleb, Christopher (Id:32; State:QLD)

Diagnoses

Date	Code	Description	Diagonset	Location	Place	Activity

MBS Procedures

Code	Description	Location	Qty	Protocol
*42701	Intraocular lens, insertion of, excluding surgery performed for the corr...	Right	1	

ICD-10 Procedures

Date	Code	Description	Location	Qty

Protheses

Date	Code	Description	Location	Qty
19/09/2019	EG010	Artiflex Anterior Chamber Intraocular Lens	Right	1

Operation Summary

Location? NA Right Left Bilateral

Location? NA Right Left Bilateral

Location? NA Right Left Bilateral

Location? NA Right Left Bilateral

Incomplete

The MBS procedure/s and prostheses populate from the patient's **Operation** screen. The MBS procedures and prostheses are required for creating the **Day Stay Episode** quote. Diagnoses and the ICD-10 procedure can also be completed while completing the discharge process.

3. Add the diagnoses by clicking the **Existing** button for the list of patient's existing diagnoses.

Select Existing Problems

<input type="checkbox"/>	H26.9	Cataract, unspecified
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(Select it by tick the check box)

4. Or click **Add New** to add a new ICD10 diagnosis from the **Problems** screen.

Choose Problem

Search: Search

(Enter as many search terms as required)

Sort/Search by: Description (f) Code

Search in: Favourites (Select the Item & Right click to Add Favourite List)

Code	Description
H26.4	After-cataract
H28.1	Cataract in endocrine, nutritional and metabolic diseases
H28.2	Cataract in other diseases classified elsewhere
H26.9	Cataract, unspecified
H26.2	Complicated cataract
Q12.0	Congenital cataract
H26.3	Drug-induced cataract
H26.0	Infantile, juvenile and presenile cataract
H25.8	Other senile cataract
H26.8	Other specified cataract
E13.36	Other specified diabetes mellitus with diabetic cataract
H25.2	Senile cataract, morgagnian type
H25.9	Senile cataract, unspecified
H25.0	Senile incipient cataract
H25.1	Senile nuclear cataract
H26.1	Traumatic cataract
E10.36	Type 1 diabetes mellitus with diabetic cataract
E11.36	Type 2 diabetes mellitus with diabetic cataract

Location?: NA Right Left Bilateral

ICD10 Orchard Read2

5. Enter the **Location** of the procedure on the body if applicable and click **OK** to save the diagnosis.
6. The **Select Diagnosis onset Flag** is displayed.

Select Diagnosis onset Flag for H26.9

1 : Condition present on admission to the episode of care

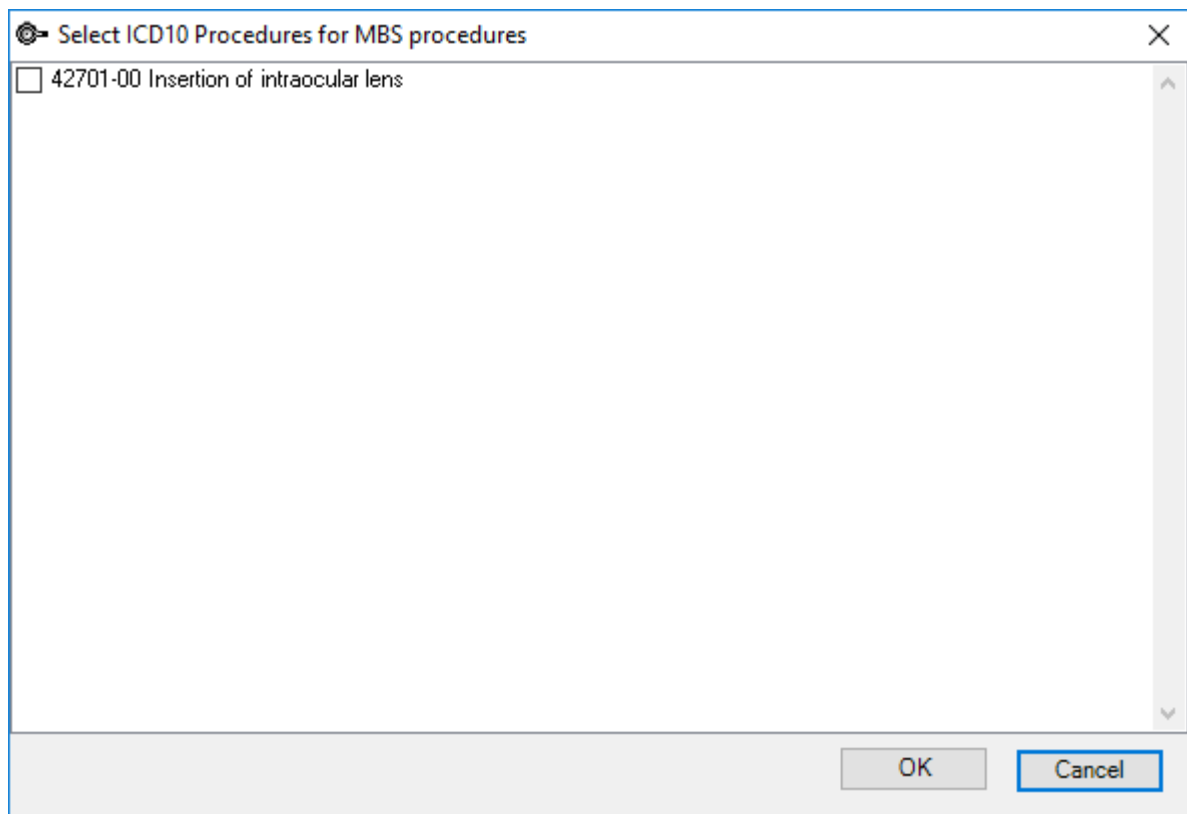
2 : Condition arises during the current episode of care

9 : Unknown/Uncertain

7. Select the required option and click the **OK** button.

Important: The Generate DRG button will only generate the code if the **Mode of Separation** field is completed on the **Discharge Details** tab. A default option can be defined in the **Day Stay Preferences** enabling the DRG code to be generated prior to completing the Discharge Details.

8. Enter a date into the **Symptom Awareness Date** field.
9. Click the **Convert to ICD10** button to convert the MBS procedure to the ICD10 procedure if there are available ICD10 codes that map to the MBS procedure.



10. If there are no available mapped ICD10 procedure codes, press the **Add New** button to manually search and choose the correct ICD10 procedure code
11. Click **OK** to select the ICD10 procedure code/s.

***Important:** If additional MBS procedure items need to be added to the episode, they must be added through the **Operations** screen (Ctrl D). This will also ensure the day stay invoice is populated with all items correctly.*

12. Add the prostheses if required and it has not already been added on the **Operation** screen.

Quote the doctor and the day stay episode costs

Prior to the booked operation, quotes can be generated from the **Operation** screen for both the doctor's invoice and the day stay invoice.

***Tip:** If you click the **Quote Theatre** button prior to creating the day stay episode, an episode will be generated automatically.*

The surgeon's fees are quoted separately to the **Day Stay Episode**. Follow the instructions below if you also use Bp VIP.net to quote and invoice the Doctor's fees.

2. Tick the Include **Prostheses** tick-box to if you require the fee for the prosthesis included in the doctors quote.
3. Click the **Quote Doctor** button to create a quote for the doctor's invoice.
4. The **Quote** screen is displayed.
5. Add the patient's health fund to the **Fee Scaler**, and **Subsidiser** field or equivalent health fund umbrella group i.e. AHSa.

Note: The surgeon recorded on the **Operation** screen will be the billing provider on the invoice.

DOCTOR QUOTE

Important: Check the patient's health fund is displayed in the **Less Redirection to** field so that when Online Eligibility Check (**OEC** button) is run from the quote the health fund can assess their portion of the quote.

6. Tick **VIP Easyclaim Authorised** and click the **OEC** button to run the Online Eligibility Check.

7. The **Online Eligibility Checking** screen is displayed where additional information for the procedure can be recorded.

- Select the **Presenting Illness Code** at the bottom of the screen and click the **Online Eligibility Check** button to run the check.
- The **Eligibility Report** is displayed. Close the report and exit from the **Online Eligibility Check** screen.

Tip: Running the OEC will save the quote. Print the quote from the patients Transaction screen (F8).

- The **Operation** screen will be presented again. Click the **Modify** button to display the **Operation Details** screen again.
- Click the **Day Hospital: Quote Theatre** button

The **Quote** is displayed with the provider populated from the **Operation** screen.

Quote - Caleb, Christopher

Service Date: 19/09/2019 Referral: [] Update (9) (1 available)

Provider: Ophthalmology, Okulo @SYD HOSP

Revenue: Surgery

Fee Scaler: []

Subsidiser: []

Insurer: **BUPA INS, BUPA**

Notes: []

Referral: []

Print Form (0) In-Patient (J) VIP Easyclaim Authorised

Hospital: **JDS, Jackson Day Surgery**

Distance: 0 kms

Service Type: S: Specialist

Print Quote (F7) OK

Email Quote Cancel

Bill this quote (5) Pay (F6)

Easyclaim (3) OEC (4)

Link Claim **Linked OP: 19/09/2019 ID:1065**

Date	Code	Fee Scaler	Band (u)	Name	Qty	Fee Scale	Sub Scale	Fee %	Fee	Sub %	Subsidy	Gap (h)	GST
19/09/2019	42702 (CB)	BUPA INS, BUPA	No Band	Lens extraction and insertion of artificial lens	1.00	1,600.00	1,600.00	100.0000	1,600.00	100.0000	1,600.00		>
19/09/2019	EG010 (PS)	BUPA INS, BUPA	No Band	Artiflex Anterior Chamber Intraocular Lens	1.00	723.00	723.00	100.0000	0.00	100.0000			>
19/09/2019	BAND3 (AC)	BUPA INS, BUPA		Accommodation Band 3	1.00			100.0000	0.00	100.0000			>
19/09/2019		BUPA INS, BUPA			1.00			100.0000		100.0000			>

Assistance Fees? Redirected Amount: Fee (w) Subsidy (x) Gap (y)

Excess: 400.00 Totals (GST Incl.): 1,600.00

1. Less Redirection to: **BUPA INS, BUPA (Insurer)**

2. Balance to be paid by: [] Other: []

DAY STAY EPISODE / HEALTH FUND QUOTE

- The **Service Date** will populate with today's date unless the operation has been booked in the appointment book and then the operation date will display in the service date field.
- The item code will populate from the **Operation** screen and the operation will automatically link to the quote.
- Insurer will be populated into the **Insurer** and **Less Redirection to** field. It is important to leave the health fund in both fields for the Online Eligibility Check.

Important: OEC must also be run from the day surgery quote. This enables you to run a report to see whether the patient is eligible for the selected procedure in the day surgery and what excess they must pay.

- Tick the **VIP Easyclaim Authorised** tick-box and click the **OEC** button

Tip: Running the OEC will save the quote. Print the quote from the patients Transaction screen (F8).

The **VIP Easyclaim Online Eligibility Checking** screen is displayed populated with the patient's information, the procedure Items, the claim type (dependant on the health fund's contract with your surgery) and for the same day status.

13. Complete the **Presenting Illness Code** field.
14. Click the **Online Eligibility Check** button to run the check.
15. Click the **Exit** button.
16. Click the **Medicare Online Claiming** button at the top of the screen.
17. Click the **8. Online Eligibility Check Reporting** button
18. Select the OEC claim you wish to check
19. Click the **Get Process Report** button
20. A report will display with the patient's eligibility for cover by their health fund.

Enter details after the day stay procedure

The **Cancer Details** (QLD only) and the **Discharge Details** will need to be checked and completed after the operation.

Cancer details (QLD Only)

1. Click the **Cancer Details** tab if required.
2. Click the **Add New** button to record the fields.

Discharge details

1. Click on the **Discharge Details** tab.

2. Check and amend the **Admission Date/Time** and **Discharge Date/Time** fields.
3. Once the **Mode of Separation** has been selected, click back on the **Diagnosis and Procedure** tab to generate the DRG code.
4. Click Generate **DRG** button.



***Important:** A default option can be defined in the **Day Stay Preferences** enabling the DRG code to be generated prior to completing the **Discharge Details** tab.*

5. The DRG code will depend on the procedures and diagnoses selected. 960Z is always listed as 'Ungroupable' in the DRG version list.
6. Click back on the **Discharge Details** tab and complete the details on the left-hand side of the screen ensuring that compulsory fields are completed.

***Important:** Fields marked with a red asterisk are compulsory and must be completed for the **Day Stay Episode** to be validated for transmission. Fields may have a default entry displayed from the **Day Stay Preferences**.*

7. The **Anaesthetic** details will populate from the **Operation** screen.
8. Complete the **Theatre times** and **Anaesthetic Start Time**.

The **Theatre times** and **Anaesthetic Start Time** will be used to generate and populate the **Accommodation Band**.

9. Ensure all required fields are completed on the **Discharge Details** tab.

Invoice the day stay episode

Billing from the **Day Stay Episode** must be completed prior to completing the episode. When a **Day Stay Episode** is completed the **Invoice** and the **Link to Existing Transaction** buttons are locked and unavailable.

***Important:** Do not add additional items to the day stay invoice in the **Consultation** screen. Additional items must be added through the **Operation** screen.*

1. Click the **Invoice** button on the top right hand of the **Discharge Details** screen.

The **Consultation** screen will be displayed.

Consultation - Caleb, Christopher

Invoice Date: 19/07/2019
 Service Date: 19/07/2019
 Provider: Holle-Raye, Felicia @JDS
 Revenue: Surgery
 Fee Scaler: [Empty]
 Subsidiser: [Empty]
 Insurer: BUPA INS, BUPA

Referral: Ref from: Brenda Started: 13/03/2019 Exp: 12/03/2020 Ref t [Empty] Update (9) (1 available)

Print Form (0) In-Patient (J) VIP Easyclaim Authorised
 Hospital: JDS, Jackson Day Surgery
 Distance: 0 kms
 Service Type: S: Specialist

Linked OP: 19/09/2019 ID:1059

Date	Code	Fee Scaler	Band (u)	Name	Qty	Fee Scale	Sub Scale	?	Fee %	Fee	Sub %	Subsidy	Gap (h)	GST
19/07/2019	42701 (CB)	BUPA INS, BUPA	No Band	Intraocular lens, insertion of, excluding surgery per	1.00	1,549.00	1,549.00	<input checked="" type="checkbox"/>	100.0000	1,549.00	100.0000	1,549.00		>
19/07/2019	EG010 (PS)	BUPA INS, BUPA	No Band	Artiflex Anterior Chamber Intraocular Lens	1.00	723.00	723.00	<input checked="" type="checkbox"/>	100.0000	0.00	100.0000			>
19/07/2019	BAND3 (AC)	BUPA INS, BUPA		Accommodation Band 3	1.00			<input checked="" type="checkbox"/>	100.0000	0.00	100.0000			>
19/07/2019		BUPA INS, BUPA			1.00			<input checked="" type="checkbox"/>	100.0000		100.0000			>

Assistance Fees? Redirected Amount Fee (w) Subsidy (x) Gap (y)
 Excess: 400.00
 Totals (GST Incl.): 1,549.00
 1. Less Redirection to: BUPA INS, BUPA (Insurer)
 2. Balance to be paid by: [Empty] Other:

The invoice will not display if the Day Stay Episode does not meet Bp VIP.net validation, a floating notification **Unable to Complete** will display enabling the user to amend the episode before trying to invoice again.

Unable to Complete

This record cannot be completed at this time due to the following incomplete details.

The time difference between Admission and Discharge must be at least 15 minutes.

Print Copy to File OK

- The Invoice and Service date will populate from the appointment book date.
2. Change the **Invoice Date** if you are generating the invoice after the date of the operation (Service Date). Ctrl+D in the **Invoice Date** field will populate “today’s” date.

Important: When the invoice is saved, the Invoice date becomes locked. Ensure you are modifying the **Invoice Date** when you first generate the invoice.

- The **Insurer** field will populate the patient’s health fund from the **Patient Details**.
 - The **Linked OP** button will show the date of the operation.
 - The **In-Patient** tick-box and **Hospital** will populate from the **Day Stay Episode** and **Operation** screens.
 - The item **Codes** will have generated from the procedures recorded on the patient’s **Operation** screen, the **Diagnoses and Procedures** tab and the **Accommodation Band** on the **Discharge Details** tab.
3. The patient’s health fund will populate in the **Less Redirection to** field.

- Select the **VIP Easyclaim Authorised** tick box and click the **Easyclaim** button to send the claim through Easyclaim.

The **VIP Easyclaim In Hospital Claims** screen is displayed.

- Check the data that has populated from the **Day Stay Episode**.
- Click the **Charges** tab, check the details and click the **Send Claim** button to send the claim.

The **HIC Claim Sent Successfully** pop-up will display if transmission is successful.

- Click on the **Medicare – Online Claiming** button to manage the IHC claims



9. IHC Claim Reporting

When an invoice has been successfully generated from the **Day Stay Episode**, the **Invoice** button will display in red.



Tip: The **Link to Existing Transaction** button will enable you to link an invoice created externally to the **Day Stay Episode** such as when converting a quote to an invoice. The invoice will be validated on several conditions prior to enabling the linking: 1. the invoice cannot be bulk billed, 2. the invoice cannot be linked to another Day Stay Episode, 3. The invoice must have procedure codes.

Troubleshoot the day stay invoice

If the day stay invoice included items with the incorrect fee, ensure that the **Operations** screen has all the items listed.

Important: Ensure you are **NOT** adding additional items to the day stay invoice after the invoice has been generated from the **Day Stay Episode**.

What happens to the patient excess?

1. After the day stay invoice has been generated, click the F8 button to display the patient's **Transactions** screen.

Date	Details
19 Sep 2019*	(INV-401) ← EXCESS CHARGED
19 Sep 2019*	EXCESS* (TB) Excess
19 Sep 2019*	(INV-402) ← DAYSTAY EPISODE CHARGED
	42702 (CB)* (TB) Lens extraction and insertion of artificial lens EG010 (PS)* (TB) Artiflex Anterior Chamber Intraocular Lens BAND3 (AC)* (TB) Accommodation Band 3
19 Sep 2019*	Redirection Credit - Transferred to BUPA (INV.402) ← DAYSTAY EPISODE TRANSFERRED TO HEALTH FUND
	42702 (CB)* Lens extraction and insertion of artificial lens EG010 (PS)* Artiflex Anterior Chamber Intraocular Lens BAND3 (AC)* Accommodation Band 3
19 Sep 2019*	Credit - Excess offset from transfer (INV-402) ← EXCESS OFFSETS DAY STAY EPISODE

- The **Excess** invoice should display first.
- The day stay invoice will display with the redirection of the credit and the final line will display the excess offsetting the day stay invoice balance.

Invoice the surgeon's fees

The surgeon's fees are charged separately to the **Day Stay Episode**. Follow the instructions below if

you also use Bp VIP.net to invoice the Doctor's fees.

1. Select the operation from the **Appointment Book** and click the F5 button.

Date	Code	Fee Scaler	Subsidiser	Name	Qty	Fee Scale	Sub Scale	?	Fee %	Fee	Sub %	Subsidy	Gap (h)	GST
19/09/2019	42702	BUPA FEE, BUP	BUPA SUB, BUP	Lens extraction and insertion of artificial lens	1.00	1,251.60	1,251.60		100.0000	1,251.60	100.0000	1,251.60		
19/09/2019	EG010 (PS)	BUPA FEE, BUP	BUPA SUB, BUP	Artiflex Anterior Chamber Intraocular Lens	1.00	723.00			100.0000	723.00	100.0000		723.00	
19/09/2019	I	BUPA FEE, BUP	BUPA SUB, BUP		1.00				100.0000		100.0000			

2. Remove the prosthesis which is included in the **Day Stay Episode** invoice by deleting the item code from the invoice.
3. Add the patient's health fund (or corresponding umbrella organisation i.e. AHSA) into the **Fee Scaler** and **Subsidiser** fields.
4. Check that the patient's health fund is also displayed in the **Less Redirection to** field.
5. If sending the invoice through Easyclaim, tick the **VIP Easyclaim Authorised** tick-box and click the **Easyclaim** button.
6. Verify details on the **In-Patient Medical Claims** form and click the **Send Claim** button to transmit.

*Tip: If the claim is not being sent through Easyclaim, click the **OK** or **Print** button to save the invoice.*

7. Click on the **Medicare – IMC Claim Reporting** to manage the IMC claims



2. IMC Claim Reporting

Print the claim forms

At the bottom of the Discharge Details screen are the print buttons for the *National Private Hospital Claim Form* including the *DVA Discharge Advice and Hospital Claim Form* and the *Day Only Procedures and Overnight Stay Certificate*.

- **Print P1** Although the *National Private Patient Hospital Claim Form* can be printed prior to invoicing the **Day Stay Episode** from the **Personal and Admission Details** for the patient to check and sign, it can also be printed from the **Discharge Details**.
- **Print P2** Displays page 2 and 3 of the *Hospital Accommodation Details* and can only be printed from the **Discharge Details**. Page 2-3 should only be printed after invoicing.

Tip: Page 1 and Page 2 are displayed on separate halves of the page so that they can be printed together by placing the completed page 1 into your printer's tray in such away the page 2 gets printed alongside it.

- **Print P1 & P2** Displays the entire *National Private Patient Hospital Claim Form* populated with information completed on the **Day Stay Episode**. The entire form should only be printed after invoicing.
- **DVA Form** For DVA patients only. Displays the *DVA Discharge Advice and Hospital Claim* form populated with information completed on the **Day Stay Episode** and can only be printed from the **Discharge Details** after the invoice has been generated.
- **Print Certificate** Displays the *Day Only Procedures and Overnight Stay Certificate* which can be printed at any time. This is a manual form and is not populated with information from the **Day Stay Episode**.

8. Click the required form button to display the form.

9. Either select the **Print** button or the **Email** button to email the form.

Important: The print buttons will become locked once the **Day Stay Episode** has been 'COMPLETED'. Ensure you are printing the forms prior to completing the **Day Stay Episode**.

Complete the day stay episode

When all required fields have been completed in the **Day Stay Episode**, the day stay invoice has been

generated and the forms printed, the episode can be completed.

1. Click the **Complete** tick-box at the bottom of the **Discharge Details** screen.

Bp VIP.net will check and validate that all compulsory fields have been completed and that times have completed correctly.

Important: If the **Day Stay Episode** does not meet Bp VIP.net validation, a floating notification **Unable to Complete** will display enabling the user to amend the episode for completion.

When the episode has been successfully completed, the tick will remain in the **Complete** tick-box and all details of the episode are locked.

The episode will display in the **Browse** tab as **Complete and Queued**.

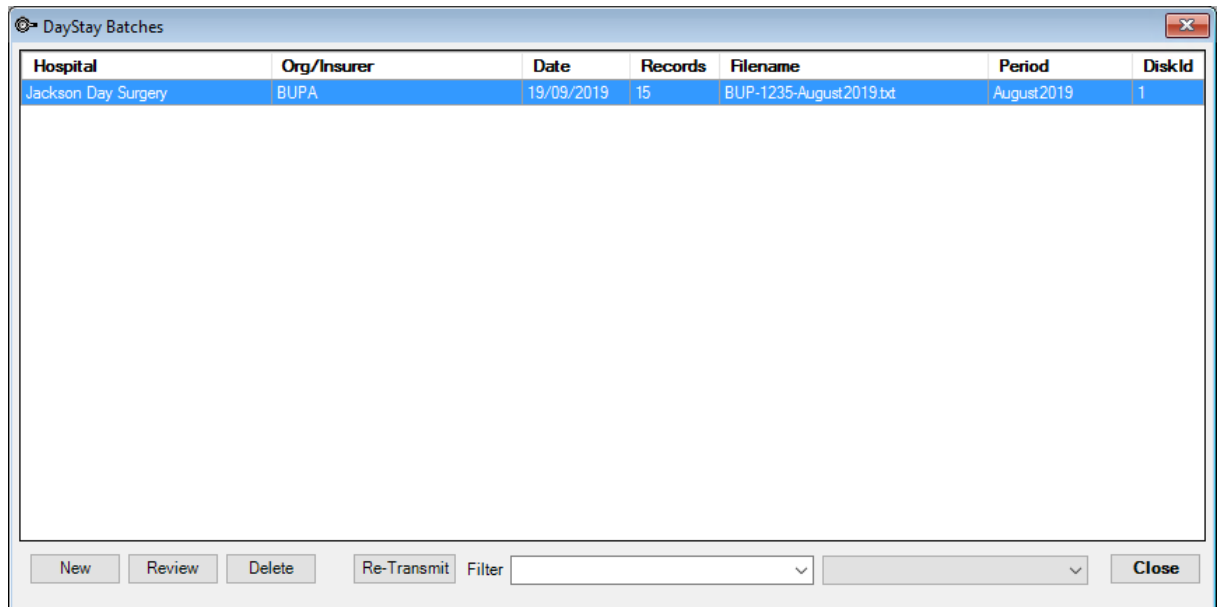
Admission	Discharge	Main Procedure	State	DVA	PHDB	HFund	Status
19/08/2019 01:42	19/08/2019 15:00	Insertion of intraocular lens				Yes	Complete and Transmitted
19/09/2019 09:00	19/09/2019 15:20	Insertion of intraocular lens					Complete and Queued

The Operation screen will also display in read-only with the notification that the details are **Unable to be edited as this operation is linked to a completed Day Stay episode**.

Batch the day stay episodes

When the **Day Stay Episode** has been completed, the episodes must be batched and sent to the State Health Department per health fund.

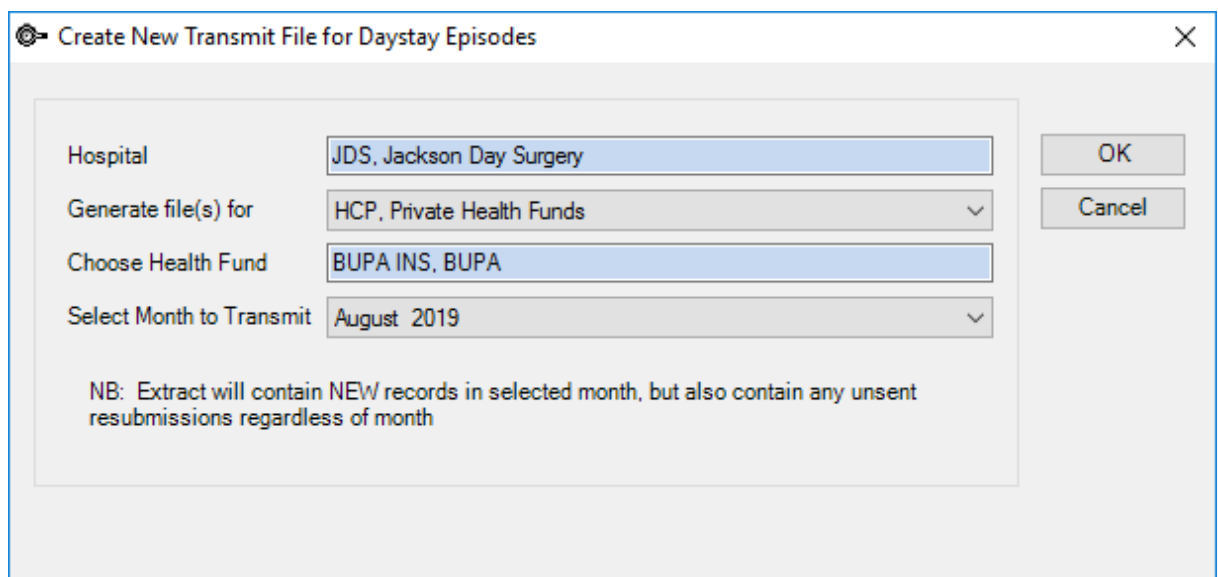
1. Click **File > Communications > Transmit Day Stay Episodes**.



2. Click the **New** button to create a new batch.

The **Create New Transmit File for Day Stay Episodes** window is displayed.

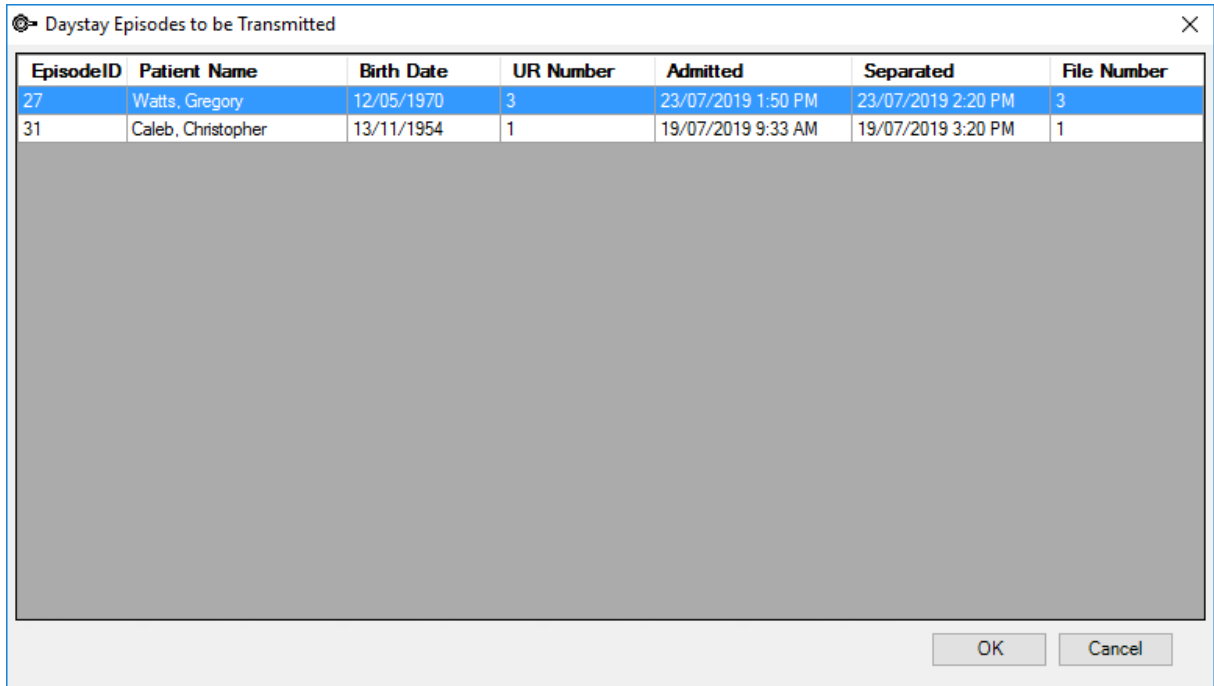
3. Select the appropriate radio button for sending either **New** or **Corrected** records.



4. Select your **Hospital** (if not already displayed).
5. Select the required option from the **Generate files(s) for** field.

Important: A batch needs to be generated for each of the different departments displayed in the drop-down list in the Generate file(s) for field.

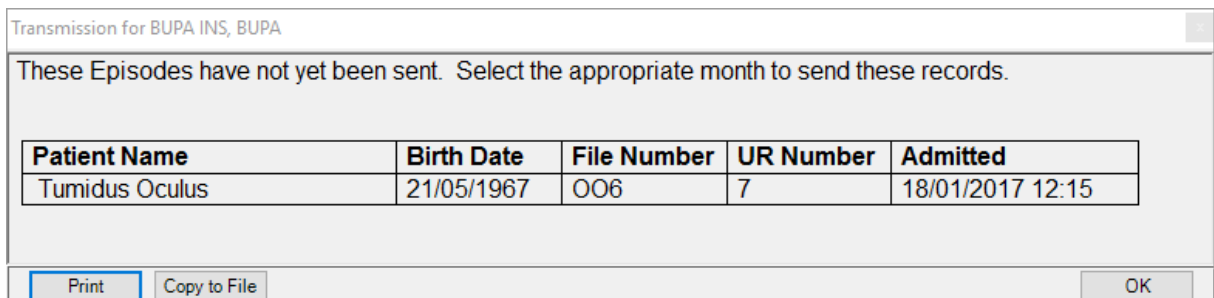
6. Select the health fund - if **HCP, Private health funds** was selected in the previous field.
7. Select **Month to Transmit** (note you cannot select the current month until the month is completed).
8. Click the **OK** button.



EpisodeID	Patient Name	Birth Date	UR Number	Admitted	Separated	File Number
27	Watts, Gregory	12/05/1970	3	23/07/2019 1:50 PM	23/07/2019 2:20 PM	3
31	Caleb, Christopher	13/11/1954	1	19/07/2019 9:33 AM	19/07/2019 3:20 PM	1

A **Transmission error** will show if there are any issues

Important: A notification will also display if there are episodes that have not been sent to the health fund in a previous reporting period. Ensure these are batched separately within the correct reporting period.



Transmission for BUPA INS, BUPA

These Episodes have not yet been sent. Select the appropriate month to send these records.

Patient Name	Birth Date	File Number	UR Number	Admitted
Tumidus Oculus	21/05/1967	006	7	18/01/2017 12:15

9. Click **OK** on the **Day Stay Episodes to be Transmitted** screen.

The **Select Method to Transmit Day Stay Episodes** window is displayed.

10. Select either **Send Data via Email** (an email screen will be displayed with dated episode txt file attached) or **Send Data via Disk** to save the dated episode txt file locally on the computer.

- **Review** displays the **Day Stay Episode**
- **Delete** deletes the day stay batch if it has not been transmitted previously.
- **Re-Transmit** displays the episode txt file for you to send off to the health fund.
- **Filter** displays by hospital and or who the file has been generated for.

When an episode has been transmitted, the patient episode will show as **Complete and Transmitted** in the patient's **Day Stay Episodes** screen.

Produce the Bp VIP.net Day Stay Report

An inbuilt report on **Day Stay Episodes** will display the main patient information per episode. This report will assist your clinic in reporting a break down of your **Day Stay Episodes** to your State Department.

1. Click **Reports > Day Stay Summary**

The report is displayed.

Patient	DOB	Provider	ICD10	Health Fund	File #	LSI #	Admitted	Separated	Health Time
Adelaide Simon	04/02/1963	Ophthalmology, Oulu		BUPA RSG, BUPA	4	4	04/09/2016 14:40	04/09/2016 14:40	30
Adelaide Simon	04/02/1963	Ophthalmology, Oulu		BUPA RSG, BUPA	4	4	07/05/2016 16:30	07/05/2016 16:30	45
Adelaide Simon	04/02/1963	Ophthalmology, Oulu	4270-00	BUPA RSG, BUPA	4	4	04/07/2019 16:50	04/07/2019 16:55	30
Adelaide Simon	04/02/1963	Holte RSG, Falca	4270-00	BUPA RSG, BUPA	4	4	18/08/2019 14:23	18/08/2019 15:00	30
Adelaide Simon	04/02/1963	Holte RSG, Falca	4270-00	BUPA RSG, BUPA	4	4	20/09/2019 16:44	20/09/2019 16:00	30
Biggs Jane	01/01/1958	Ophthalmology, Oulu	4270-02	BUPA RSG, BUPA	006	6	17/06/2016 13:00	17/06/2016 13:00	30
Biggs Jane	01/01/1958	Holte RSG, Falca	4270-00	BUPA RSG, BUPA	1	1	04/09/2019 14:42	04/09/2019 15:00	25
Caik Christopher	13/11/1954	Holte RSG, Falca	4270-00	BUPA RSG, BUPA	1	1	18/07/2019 09:30	18/07/2019 09:30	30
Caik Christopher	13/11/1954	Holte RSG, Falca	3088-01	BUPA RSG, BUPA	1	1	04/09/2019 09:00	04/09/2019 09:00	10
Caik Christopher	13/11/1954	Ophthalmology, Oulu	4270-00	BUPA RSG, BUPA	1	1	18/09/2019 09:00	18/09/2019 09:30	30
Caik Samer	19/09/1954	Holte RSG, Falca	4270-00	BUPA RSG, BUPA	35	35	14/02/2019 16:00	14/02/2019 16:00	30
Caik Samer	19/09/1954	Holte RSG, Falca		STS, STS	35	35	20/09/2019 13:19	20/09/2019 13:45	10
van Dam	20/07/1954	Holte RSG, Falca		HRP, HRP/Health Private	38	38	14/02/2019 12:00	14/02/2019 12:00	30
Lauermann Cate	22/05/1972	Stork, Bergen		BUPA RSG, BUPA	400	13	27/01/2017 14:20	27/01/2017 14:20	10
Haraldsen Jane	13/03/1963	Danden, Oulu		BUPA RSG, BUPA	006	7	12/02/2016 16:07	12/02/2016 16:30	30
Pankaj Krishna	30/10/1964	Holte RSG, Falca		STS, STS	29	29	14/03/2019 12:50	14/03/2019 12:50	30
Tundala Oula	21/05/1967	Ophthalmology, Oulu		BUPA RSG, BUPA	006	7	02/08/2016 07:30	02/08/2016 07:40	30
Tundala Oula	21/05/1967	Ophthalmology, Oulu	4270-10	BUPA RSG, BUPA	006	7	18/01/2019 10:00	18/01/2019 12:20	45
Tundala Oula	21/05/1967	Ophthalmology, Oulu		BUPA RSG, BUPA	006	7	07/03/2017 09:05	07/03/2017 10:00	65
Tundala Oula	21/05/1967	Ophthalmology, Oulu		BUPA RSG, BUPA	006	7	24/10/2017 10:00	24/10/2017 10:30	30
Tundala Oula	21/05/1967	Ophthalmology, Oulu		BUPA RSG, BUPA	006	7	20/06/2017 11:40	20/06/2017 12:10	30
Wale Gregory	12/05/1976	Ophthalmology, Oulu	4270-00	BUPA RSG, BUPA	3	3	23/07/2019 13:00	23/07/2019 14:20	30

- Use the filters at the top of the report to filter the results.
- Use the **Validate Episodes** button at the bottom of the report to ensure all **Day Stay Episodes** are validated prior to transmission.