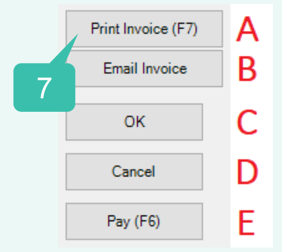
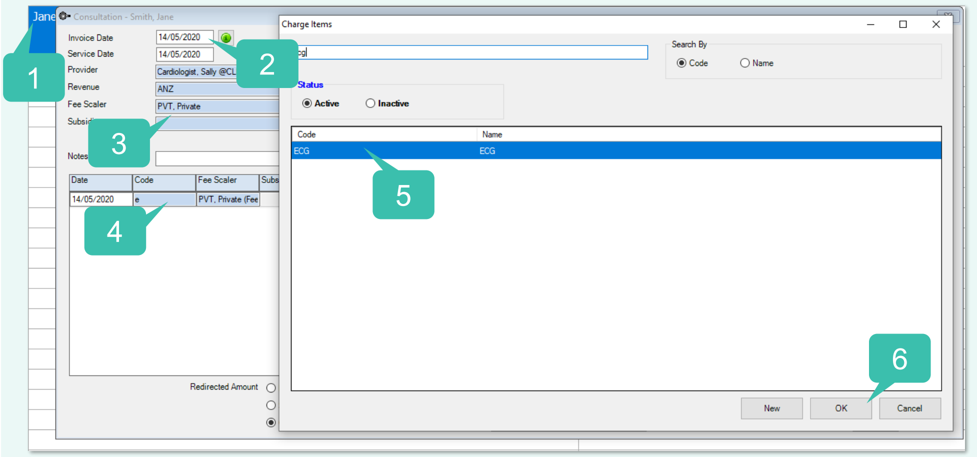
Billing and Redirections

Bill a Private Invoice

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.





7. **Click** one of the following buttons to save and action the invoice:

No payment received:

A. Saves and Prints paper invoice

B. Saves and enables email of PDF invoice

C. Saves the invoice

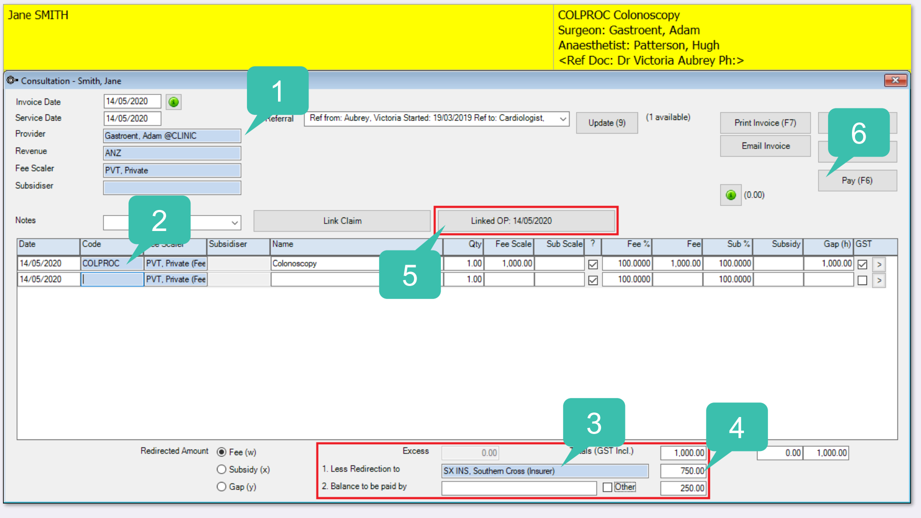
D. Cancels invoice

Payment received:

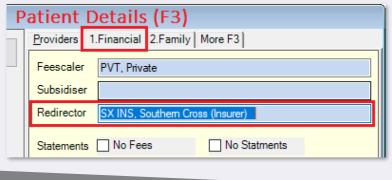
E. Saves and opens Payment screen

Bill an Invoice with Insurance

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



1. **Repeat steps 1 – 3 from above**.
2. **Because** this is an operation the charge code will default to the invoice with any other procedures from the 'Operation' screen.
3. **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.



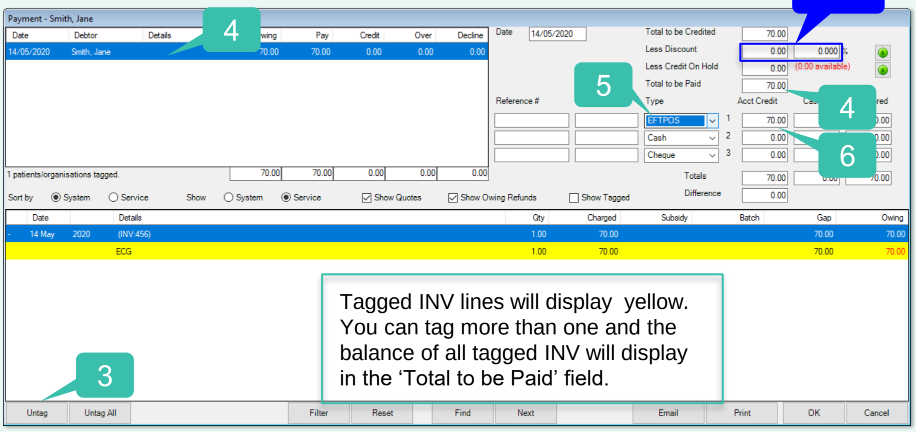
* **Note:** If the 'Redirector' is recorded in the 'Patient Details > Financial Tab', the insurer will populate automatically into the 'Less Redirection' to field in the Invoice. It can be deleted from the invoice.

Private and Redirection Payments

Bp Learning

Payment of a Private Invoice

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.
7. **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.

Dates

System Date = the date the invoice was added to the database

Service Date = the date the patient attended an appointment

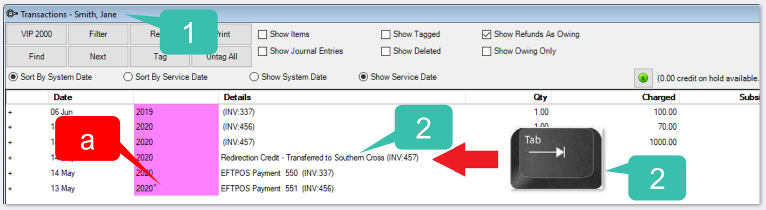
Sort By: Sorts INV chronologically by System or Service Date

Show: Shows all INV with System or Service Date

If the **System** and **Service** dates do not match, **^** is displayed by the year.

Receipt a Payment from the Insurer

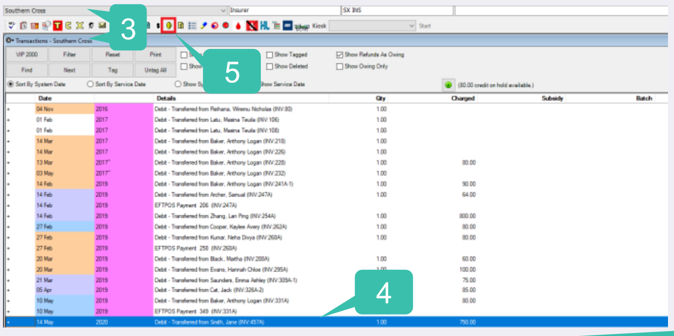
When a patient has paid their portion of a ‘Redirected Invoice’ the Insurer is receipted separately:



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.

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.



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