Processing bulk-billed Medicare claims

Bp VIP.net ruby SP1

Bulk Billing – Medicare

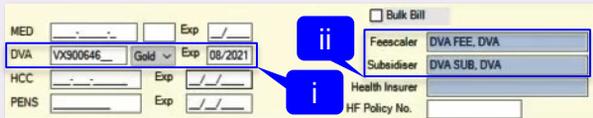### Bulk bill a patient via Medicare

To bulk bill a patient via Medicare from the *Appointment Book*:

1. **Select** the patient you want to bill.
2. **Click** 'Consultation' icon from the task bar or **press** 'F5'.
3. **Enter** the 'Code' for the charge items (e.g., 105).
4. **Click** 'OK' or **press** 'ENTER'.
5. **Click** 'Bulk Billed' radio button. This will apply the subsidy.
6. **Tick** 'Print' checkbox to print a form for the patient to sign (*optional*).
7. **Click** 'OK'.
8. **Click** 'OK'.
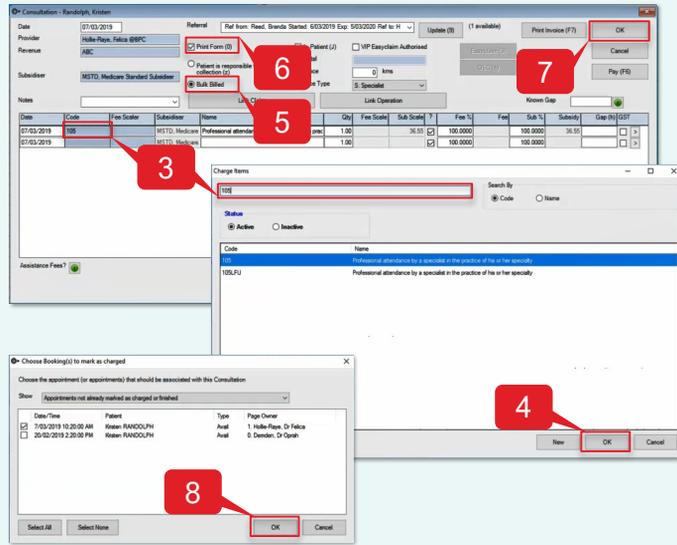
Bulk Billing – DVA

Bulk bill a patient via DVA

Note: The system will automatically bulk bill the patient if the DVA card details have been entered in the *Patient Details* window (i). It is also recommended that the DVA 'Feescaler' and 'Subsidiser' (ii) are entered here.

To bulk bill a patient via DVA from:

1. **Select** the patient you want to bill.
2. **Click** 'Consultation' icon from the task bar or **press** 'F5'.
3. **Enter** the 'Code' for the charge items (e.g., 105).
4. **Click** 'OK' or **press** 'ENTER'.
5. **Note:** The 'Bulk Billed' radio button for DVA is disabled.
6. **Tick** 'Print' checkbox to print a form for the patient to sign (*optional*).
7. **Click** 'HIC-Online' icon to confirm the treatment location (*optional*).
8. **Check** the 'TreatmentLocationCode' for the treatment location (e.g., R = Rooms).
9. **Click** 'OK'.
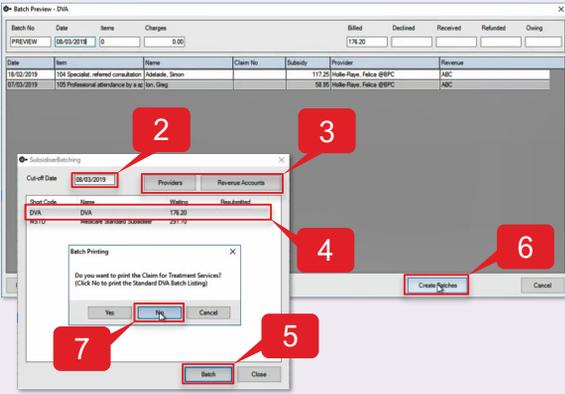10. **Click** 'OK'.

Bp VIP.net
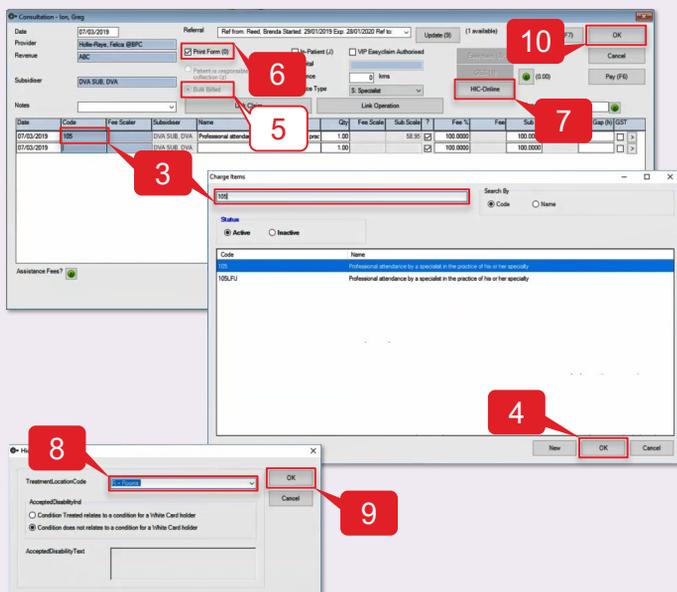
Processing bulk-billed Medicare claims

Creating Batches

Create a batch for Medicare or DVA

To create a Medicare or DVA batch:

1. **Goto** *File>Accounts>Subsidiser Batching*.
2. **Select** the 'Cut-off Date'.
   Note: This is the date of service.
3. **Apply** filters for 'Providers' and 'Revenue Accounts' (*optional*).
4. **Select** which batch to create (e.g., DVA).
5. **Click** 'Batch'.
6. **Click** 'Create Batch'.
7. **Click** 'Yes' to print the *Claim for Treatment Services* or **click** 'No' for DVA batching.

Check batch for errors

To check for batching errors:

1. **Goto** *File>Communication>Transmission Status*.
2. **Check** the 'ErrorMsg' column for errors for batches that have not been sent – 'Transferred on' column (i) blank.
3. **Click** 'Close'.
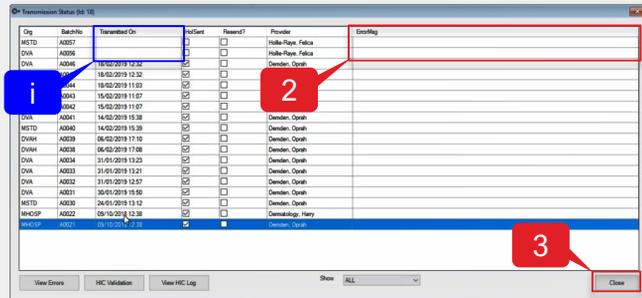
Common Batching Errors

Scenario 1 – Provider missing Location Certificate

Goto *Setup>Providers>This Clinic*. **Select** the Provider (e.g., Oprah Demden) then **click** 'Modify'. **Click** 'HIC Online' tab and **select** 'Location Certificate'. **Click** 'OK'.
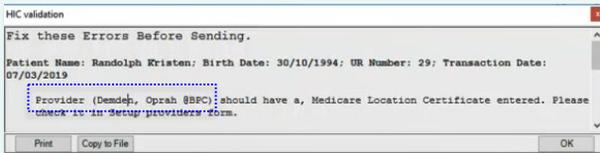

Scenario 3 – Referring ProviderNo field is empty

Press 'F3' to open the *Patients Details* window for the patient (e.g., Jane Randolph). **Select** the Referring Provider and **click** 'Modify'. **Enter** the 'Provider' number and **click** 'OK'.
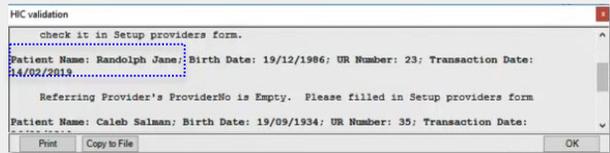
Scenario 2 – Special services require referral

Press 'F8' to open the *Transactions* window for the patient (e.g., Salam Caleb). **Select** the transaction in error (this will have a 'B' in the Batch column) then **click** 'Modify'. **Add** the available *Referral* to the consultation. **Click** 'OK'.
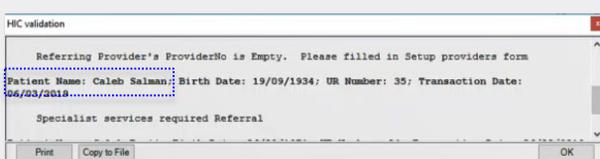
Scenario 4 – Missing Medicare suffix number

Press 'F3' to open the *Patients Details* window for the patient (e.g., Brett Caleb). **Click** 'Easyclaim OPV' and then **click** 'Verify Patient Eligibility'. **Note:** If the Medicare details do not get updated, you may need to contact the patient to verify their card details.

Clear batching errors
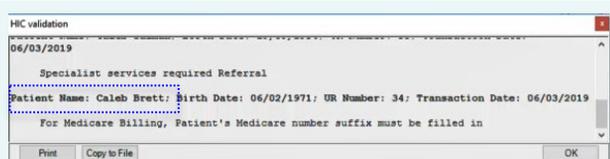
Once the batching errors have been fixed, goto *File>Communication>Transmission status*, select the batch with the error and then **click** 'HIC Validation' to clear any errors.

Bp VIP.net