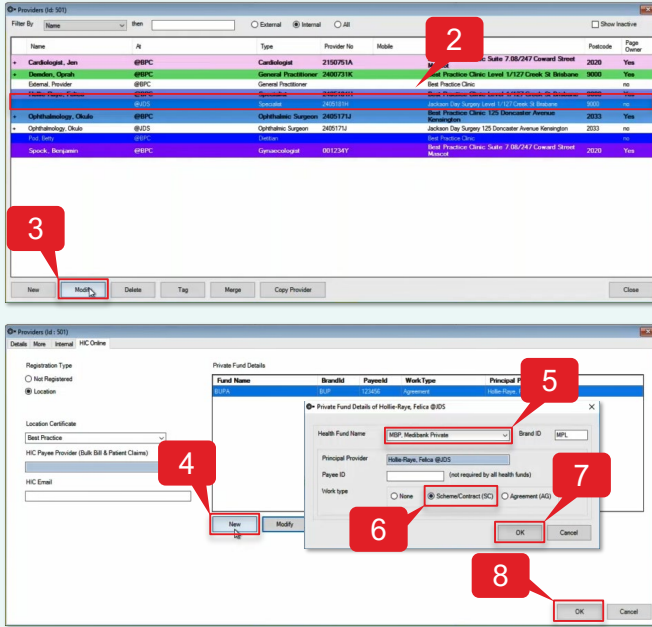# In-patient medical Claiming (IMC)

Bp VIP.net ruby SP1

Set up work (claim) types for automated in-patient medical claims (IMC)

To set up a work type for IMC:

1. **Goto** *Setup>Providers>This Clinic*.
2. **Select** the 'Provider' (e.g., Hollie-Raye, Felica).
3. **Click** 'Modify'.
4. **Click** 'New'.
5. **Select** the 'Health Fund Name' (e.g., MBP, Medibank Private).
6. **Click** 'Work type' radio button (e.g., Scheme/Contract (SC)).
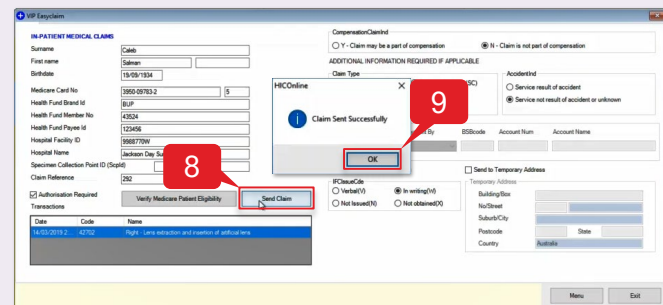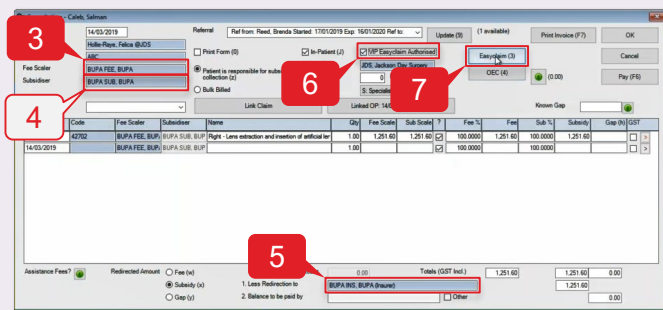7. **Click** 'OK'.
8. **Click** 'OK'.

Note: Work types need to be set up for **all** internal providers at your practice.

Process an online IMC – No Gap

To process an IMC with **no gap** 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 'Fee Scaler' for the Health Fund (e.g., Bupa).
4. **Press** 'TAB' to update the *Subsidiser* field.
5. **Enter** the 'Less Redirection to' for the Health Fund (e.g., Bupa).
6. **Tick** 'VIP Easyclaim Authorised' checkbox.
7. **Click** 'Easyclaim (3)'.
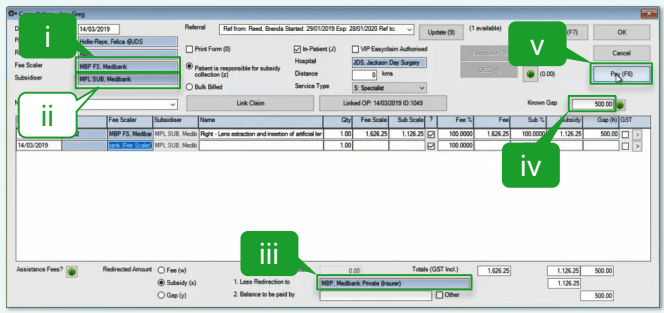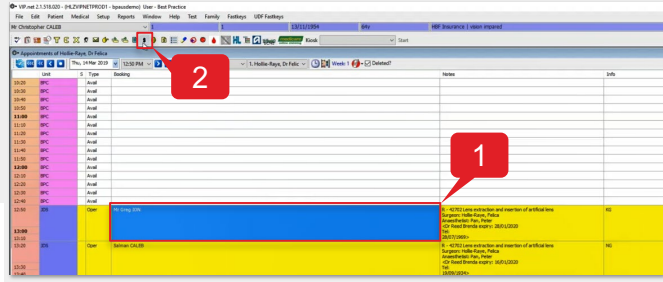8. **Click** 'Send Claim'.
9. **Click** 'OK'.

In-patient Medical Claiming (IMC)

Process an online IMC

1. **Select** the patient you want to bill.
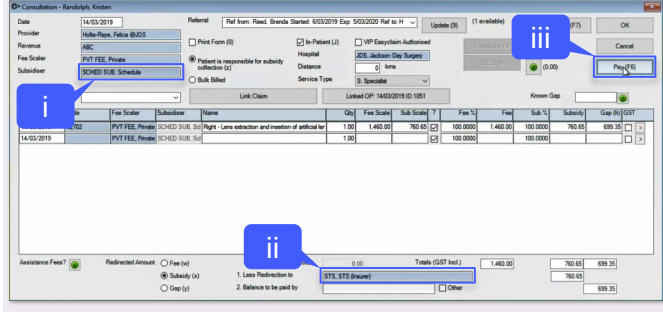2. **Click** 'Consultation' icon from the task bar or **press** 'F5'.

3a. To process an IMC with **gap cover** - Medicare pays 75% and the Health Fund pays 25%:
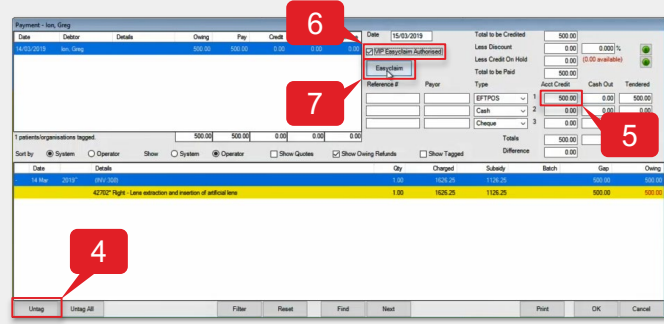
   i.   **Enter** 'sched' as the *Subsidiser*.

   ii.   **Enter** the 'Less Redirection to' for the Health Fund (e.g., STS).

   iii.   **Click** 'Pay (F6)'.

3b. To process an IMC with a **known gap** – patient pays $500.

   i.   **Enter** the 'Fee Scaler' for the Health Fund (e.g., Medibank).

   ii.   **Press** 'TAB' to update the *Subsidiser* field.

   iii.   **Enter** the 'Less Redirection to' for the Health Fund (e.g., Medibank).

   iv.   **Enter** the 'Known Gap' amount (e.g., 500.00).

   v.   **Click** 'Pay (F6)'.

4. **Click** 'Tag' or **press** 'SPACEBAR'.
5. **Enter** the 'Acct Credit' amount for payment type (e.g., EFTPOS: 500.00).
6. **Tick** 'VIP Easyclaim Authorised' checkbox.
7. **Click** 'Easyclaim'.

8. **Click** 'Send Claim (PCI)'.
9. **Click** 'OK'.

IMC – Known Gap/Gap Cover

Contact our Software Support Team on 1300 40 1111 (AU), or 0800 40 1111 (NZ) www.bpsoftware.net

Bp VIP.net