# In-patient medical Claiming (IMC) – with Assistance Item

Bp VIP.net ruby SP1

**IMC – with assistance item**

## Process IMC with assistance fee - billed with surgeon

**Note:** The entire amount of the claim ($1836.36) will be paid to the surgeon; it's then their responsibility to pay the assisting surgeon ($306.06).

To process an IMC with assistance fee - billed **together with** the surgeon.

1. **Select** the patient you want to bill.

2. **Click** 'Consultation' icon from the task bar or **press** 'F5'.

3. **Enter** the 'Provider' for the surgeon (e.g., Hollie-Raye, Felica).

4. **Enter** the 'Fee Scaler' for the Health Fund (e.g., AHSA).

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

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

7. **Enter** the 'Code' for the procedure item (e.g., 42710).

8. **Enter** the 'Code' for the assistance item (e.g., 51303).

9. **Click** '>'.

10. **Select** the 'Assisting Provider' (e.g., Demden, Oprah).

11. **Click** 'Add Assist Provider Number' to update the assisting surgeon's Provider number in the *Service Text* (i) field.

12. **Click** 'OK'.

13. **Tick** 'VIP Easyclaim Authorised' checkbox.

14. **Click** 'Easyclaim (3)'.

15. **Click** 'Send Claim'.

16. **Click** 'OK'.
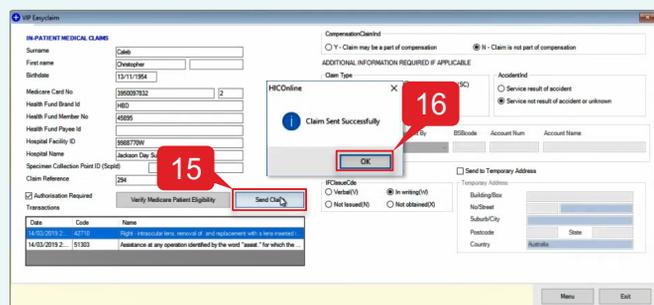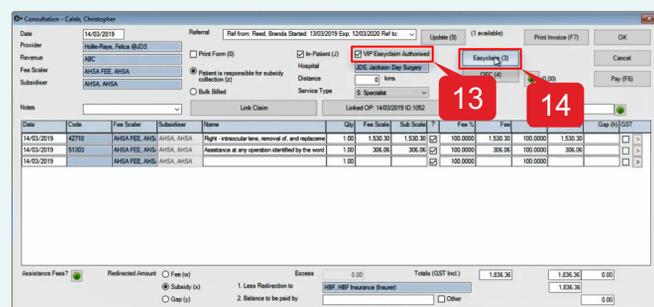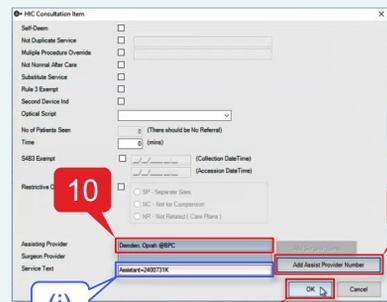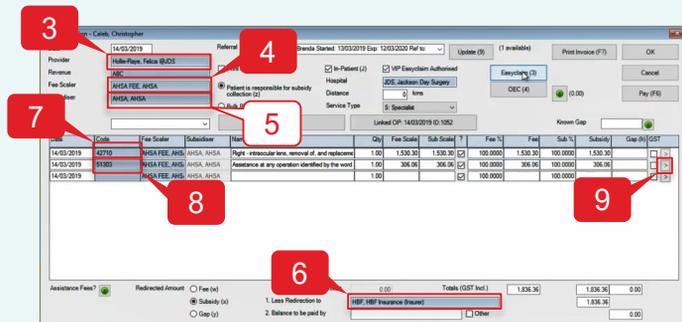
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# In-patient medical Claiming (IMC) – with Assistance Item

## Process IMC with assistance fee - billed separate to surgeon

**1**    Bill the Surgeon     **2**    Bill the Assisting Surgeon

**Note:** The amount paid to the surgeon ($1530.30) will be processed and billed separate to the amount paid to the assisting surgeon ($306.06).

To process an IMC with assistance fee - billed **separate from** the surgeon.

1. **Select** the patient you want to bill.
2. **Click** 'Consultation' icon from the task bar or **press** 'F5'.
3. **Enter** the 'Provider' for the surgeon (e.g., Hollie-Raye, Felica).
4. **Enter** the 'Fee Scaler' for the Health Fund (e.g., AHSA).
5. **Press** 'TAB' to update the *Subsidiser* field.
6. **Enter** the 'Less Redirection to' for the Health Fund (e.g., HBF).
7. **Enter** the 'Code' for the procedure item (e.g., 42710).
8. **Tick** 'VIP Easyclaim Authorised' checkbox.
9. **Click** 'Easyclaim (3)'.
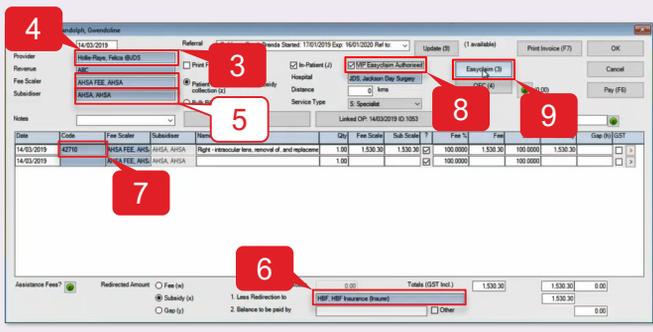


10. **Click** 'Send Claim'.
11. **Click** 'OK'.
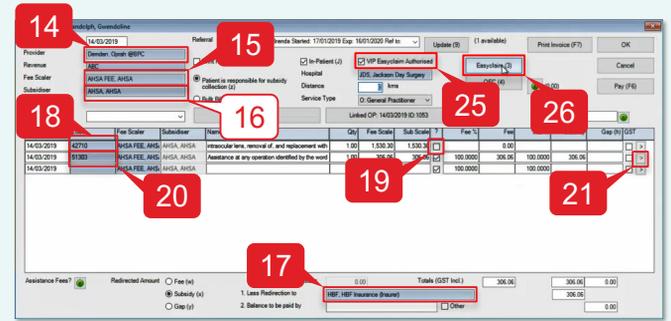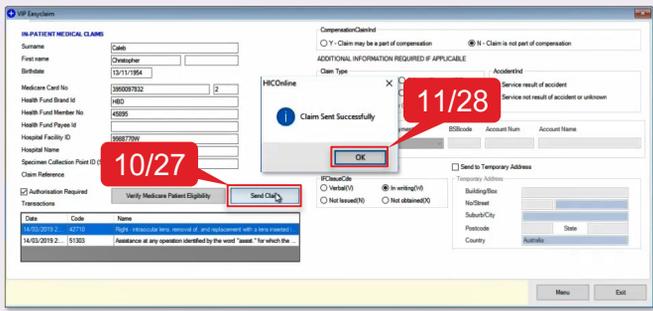




12. **Select** the (same) patient.
13. **Click** 'Consultation' icon from the task bar or **press** 'F5'.
14. **Enter** the 'Provider' for the assisting surgeon (e.g., Demden, Oprah).
15. **Enter** the 'Fee Scaler' for the Health Fund (e.g., AHSA).
16. **Press** 'TAB' to update the *Subsidiser* field.
17. **Enter** the 'Less Redirection to' for the Health Fund (e.g., HBF).
18. **Enter** the 'Code' for the procedure item (e.g., 42710).
19. **Untick** '?' checkbox for the procedure item to exclude it from the bill.

    **Note:** The procedure item must be added to allow the system to calculate the correct amount for the assistance fee.
20. **Enter** the 'Code' for the assistance item (e.g., 51303).
21. **Click** '>'.
22. **Select** the 'Surgeon Provider' for the surgeon (e.g., Hollie-Raye, Felica).
23. **Click** 'Add Surgeon Item' to update provider and item number in the *Service Text* (i) field.
24. **Click** 'OK'.
25. **Tick** 'VIP Easyclaim Authorised' checkbox.
26. **Click** 'Easyclaim (3)'.
27. **Click** 'Send Claim'.
28. **Click** 'OK'.

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