Patient Claiming Interactive (PCI)

Bp VIP.net ruby SP1

PCI – Adult

Send a patient claim to Medicare (adult)

To send a PCI claim to Medicare on behalf of an adult from the *Appointment Book*:

1. **Select** the (adult) 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** 'Pay (F6)'.
5. **Tick** 'Appointments' checkbox(s) to choose appointment associated with this consultation.
6. **Click** 'OK'.
7. **Press** 'SPACEBAR' or **click** 'Tag'.
8. **Enter** 'Acct Credit' amount for payment type (e.g., EFTPOS: 95.00).
9. **Tick** 'VIP Easyclaim Authorised' checkbox.
10. **Click** 'Easyclaim'.
11. **Click** 'Send Claim (PCI)'.
12. **Click** 'OK'.
13. **Click** 'Print' icon to print a copy of the *Statement of Claim and Benefit Payment* form for the patient (*optional*).
14. **Click** 'Close'.
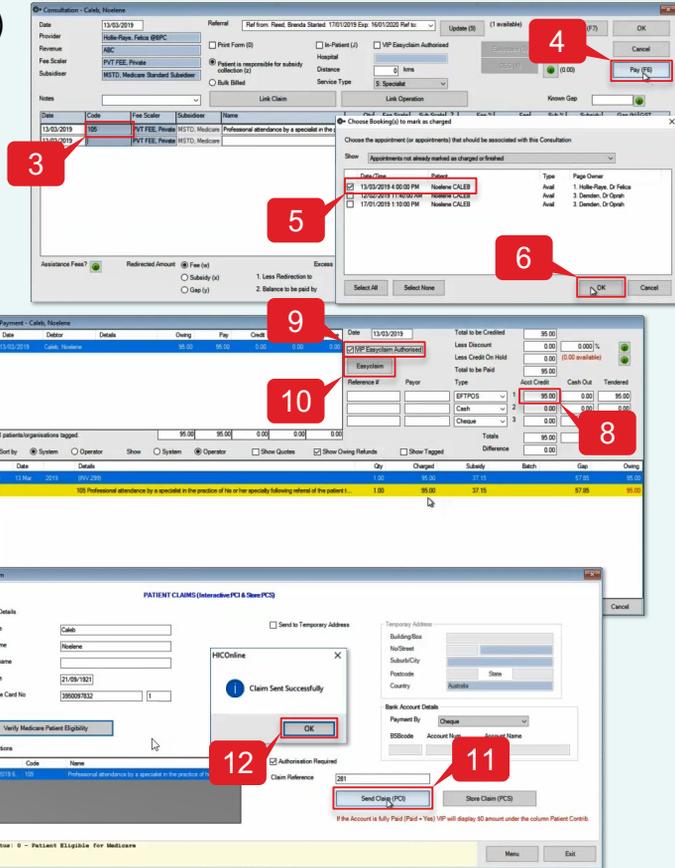
Same Day Delete

Delete a patient claim made on the same day

To delete a PCI claim made on the same day from the *Appointment Book*:

1. **Click** medicare online claiming icon from the task bar.
2. **Click** '3. Same Day Delete'.

   Note: The transactions shown will be for that business day (e.g., 7:00 am – 7:00 PM in NSW).

3. **Select** 'VIP Claim' to be deleted (e.g., 281).
4. **Select** 'Dame Day Delete Reason' (e.g., Incorrect Item Number Claimed).
5. **Click** 'Delete This Claim'.
6. **Click** 'OK'.
7. **Click** 'Exit'.
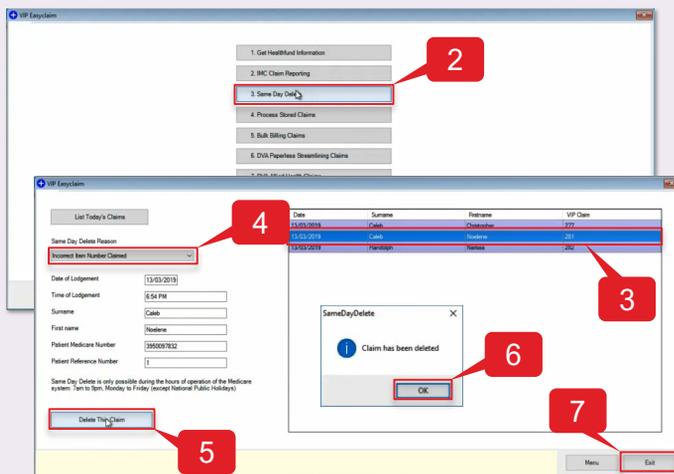
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Patient Claiming Interactive (PCI)

Send a patient claim to Medicare (child)

1 Bill the Patient (child) → **2** Pay the Invoice (parent/guardian) → **3** Send the Claim (child)
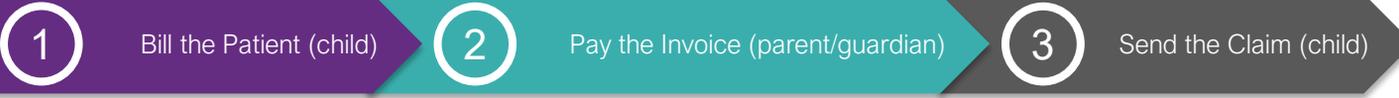
Bill the Patient

To bill a child patient from the *Appointment Book*:

1. **Select** the (child) 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).

   Note: The credit will be redirected to the child's parent or guardian that has been set as the *Balance to be paid by* (i).

4. **Click** 'OK'.
5. **Select** the 'Redirection Credit – Transferred to…' item (e.g., INV: 300) and **press** 'TAB' to transfer to the parent/guardian window.
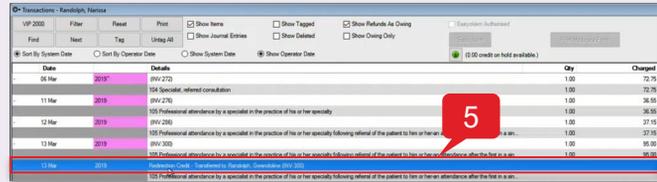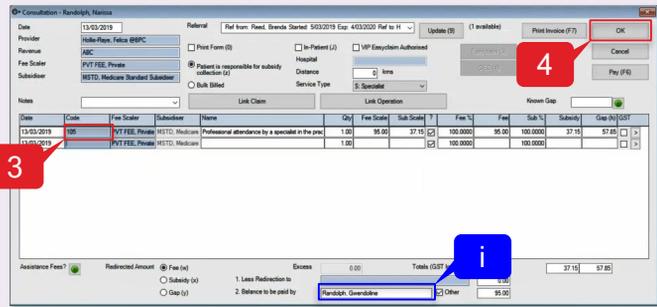
Pay the Invoice
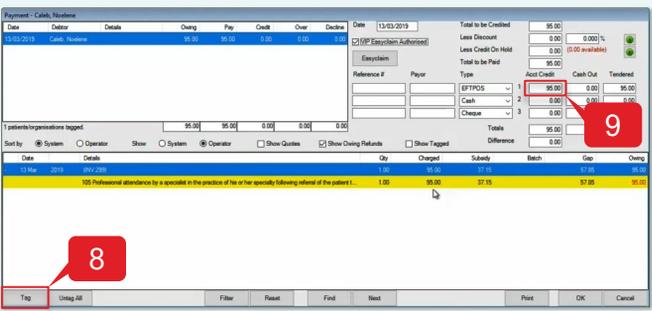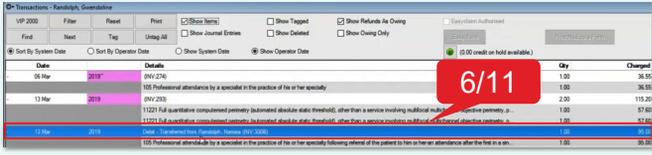
To pay the child patient's invoice:

6. **Select** the 'Debit – Transferred from…' item (e.g., INV: 300B).
7. **Click** 'Payments' icon from the task bar or **press** 'F6'.
8. **Click** 'Tag' to select item to pay (e.g., INV: 300B) or **press** 'SPACEBAR'.
9. **Enter** 'Acct Credit' amount for payment type (e.g., EFTPOS: 95.00).
10. **Click** 'OK'.
11. **Select** the 'Debit – Transferred from…' item (e.g., INV: 300B) and **press** 'TAB' to return to the child window.

Send the Claim

To send a PCI claim to Medicare on behalf of a child:

12. **Select** the original invoice item (e.g., INV: 300).
13. **Tick** 'Easyclaim Authorised' checkbox.
14. **Click** 'Easyclaim'.
15. **Click** 'Send Claim (PCI)'.
16. **Click** 'OK'.
17. **Click** 'Print' icon to print a copy of the *Statement of Claim and Benefit Payment* form for the Patient (*optional*).
18. **Click** 'Close'.

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