

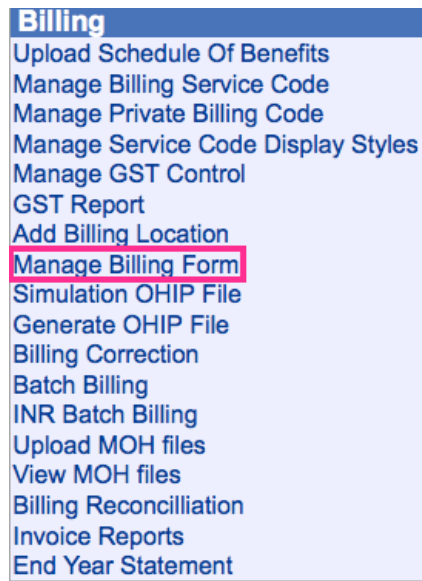
I N D I V I C A

Modifying the Billing Form

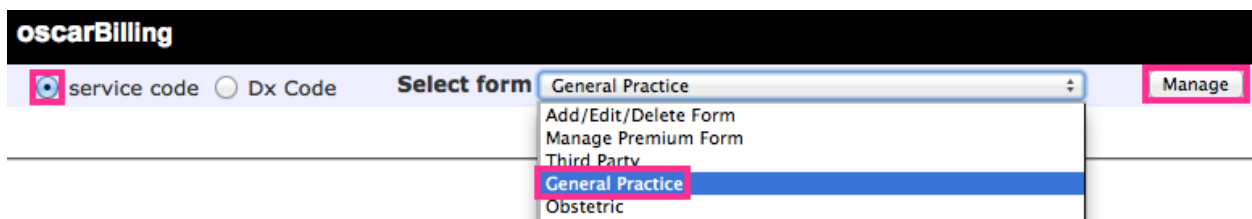
When creating an invoice for patients, service codes can easily be selected by selecting the appropriate codes via the Billing Form - a list of service codes that can be checked off to create invoices faster. Which ones appear and in which order can be modified in OSCAR.

I. Editing the Billing Form

1. Click on Admin. Under Billing, click Manage Billing Form.



2. Select Service Code. From the drop-down menu, select the form that you wish to modify. Click the Manage button.



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3. A screen appears with three columns. These columns represent the three columns on the billing form. Each entry has two elements: a service code and an index number.
 - a) The index number determines the order that service codes will appear in the column.
 - b) Service codes are arranged by index codes in ascending order.
 - c) The index number can be any integer.

A902A	11	Service Code
E080A	25	Index number
B990A	17	
A001A	1	Index number 1 will appear first.
A003A	3	In this example, index number 3 will appear next
A004A	5	
A903A	13	
A008A	9	Index number 25 will appear last.
A007A	7	
A002A	21	

4. You can add or remove service codes by typing them into empty spaces, replacing existing codes, or by selecting and deleting unwanted codes.
5. When you are done, click Update.

II. Creating and Deleting Billing Forms

OSCAR gives you the ability to create your own Billing Forms. This can be useful for physicians who use specific service codes not reflected in default billing forms.

1. Click Admin. Click Manage Billing Form.
2. From the drop-down menu, choose Add/Edit/Delete Form. Click Manage.



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1. Fill in the fields on the left to create a new Billing Form.

Adding New Form

Service Type ID :	<input type="text" value="Service Type ID"/>
Service Type Name :	<input type="text" value="Service Type Name"/>
Group 1 Name :	<input type="text" value="Group 1 Name"/>
Group 2 Name :	<input type="text" value="Group 2 Name"/>
Group 3 Name :	<input type="text" value="Group 3 Name"/>
Default Billing Type :	<input type="text" value="-- no --"/>
<input type="button" value="Add Form"/>	

- a) *Service Type ID* must be a unique, three-character identifier.
 - b) *Service Type Name* is the name of the Billing Form.
 - c) *Group Name* can be any text. This does not appear on the Billing Form when you create an invoice; it is the name of the column during *Section I. Editing the Billing Form*, step 3.
 - d) *Default Billing Type* should be chosen appropriately depending on the content of the Billing Form (e.g. for a form containing OHIP service codes, the default billing type should most likely be “Bill OHIP”).
2. Click Add Form.
 3. Follow *Section I. Editing the Billing Form* to make changes to the newly created Billing Form.



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Note: To modify a form, click its Service Type ID on this screen and make the appropriate changes. To delete the form, click Delete Billing Form.

MFP General Practice

Default Billing Type :

Manage Existing Type	
PRI	Third Party
MFP	General Practice
MOB	Obstetric
S01	Abscess-Haematoma-Ganglion-Biopsy
S02	Verru-Keratos-Pyogenic granul.-Mollusc-Naevus-Plantar
S03	Cyst-Haemangioma-Lipoma-Xanthelasma
S04	Malignant Lesions
S05	Suture of Lacerations
S06	Fingers/Toe-nails and Release of Hammertoe
S07	Breast Operation
S08	Casts (I.O.P)
S09	Removal of Foreign Body/Eyes /Oral/Pharynx
S10	Rectum/Anus
S11	Male/Femal Genital System
TST	Service

III. Choosing a Billing Form for an Invoice

1. Create an invoice for a patient.
2. Click on Billing Form. Choose the desired form to use.

The default unit and @ value is 1.

<p>Dx <input type="text"/> Search</p> <p>dx1 <input type="text"/> Search</p> <p>dx2 <input type="text"/> Search</p> <p>Refer. Doctor # <input type="checkbox"/></p>	<p>Billing Physician Doom, Victor Von</p> <p>Visit Type 00 Clinic Visit</p> <p>Visit Location Not Applicable</p> <p>SLI Code Not Applicable</p> <p>Admission Date <input type="text"/></p>	<p>Assig. Phys. Reed, Richard</p> <p>Billing Type Bill OHIP</p> <p>Manual: <input type="checkbox"/></p> <p>Billing form: General Practice</p>	
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Billing Form

- Third Party
- General Practice
- Obstetric**
- Abscess-Haematoma-Ganglion-Biopsy
- Verru-Keratos-Pyogenic granul.-Mollusc-Naevus-Plantar

Fee	Premium	Description	Fee
4.45	<input type="checkbox"/> K035A	MTO Mandatory Reporting Medica...	36.2

3. The change will take effect immediately.

IV. Choosing a Default Billing Form

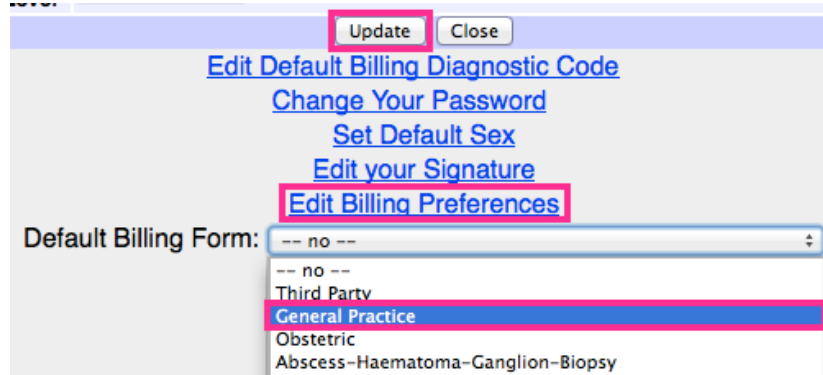
1. Click on Pref in the OSCAR toolbar.

Today Month Resources Search Report Billing **Inbox¹*** Msg Con **Pref** eDoc Tickler Admin



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2. Click on Edit Billing Preference.



3. Choose the default billing form.
4. Click Update.

