

I N D I V I C A

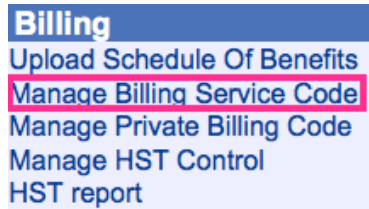
Service Codes

OSCAR creates all bills (OHIP and 3rd party) using service codes. These codes can be modified and new ones can be created.

Note: This guide does not cover how to add codes to billing forms.

I. Modifying OHIP Service Codes

1. Click on Admin. Click on Manage Billing Service Code.



2. Type in the code to modify in Service Code. Click Search.

Type in a service code and search first to see if it is available.

Service Code	<input type="text" value="G590A"/> (5 letters, e.g. A001A)	<input type="button" value="Search"/>
Description	<input type="text"/> (50 letters)	
Fee	<input type="text"/> (format: xx.xx, e.g. 18.20)	
Percentage	<input type="text"/> (format: 0.xx, e.g. 0.20) min.	<input type="text"/> max. <input type="text"/>
Issued Date	<input type="text"/> (effective date) <input type="button" value="Calendar"/>	
Termination Date	<input type="text" value="9999-12-31"/> (stale date) <input type="button" value="Calendar"/>	
Requires SLI Code	<input type="checkbox"/>	

3. A message appears at the top. You may now make any changes you require then click Save.

Note: If the message at the top says "It is a NEW service code", the code does not exist. Check the code or go to Section II. Adding OHIP Service Codes.



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You can edit the service code by clicking 'Save' or add a new entry for this code by clicking 'Add Service Code'

Service Code	G590A (5 letters, e.g. A001A)	<input type="button" value="Search"/>
Description	Flu shot with visit (50 letters)	
Fee	5.10 (format: xx.xx, e.g. 18.20)	
Percentage	<input type="text"/> (format: 0.xx, e.g. 0.20) min.	max. <input type="text"/>
Issued Date	2010-10-01 (effective date)	<input type="text"/>
Termination Date	9999-12-31 (stale date)	<input type="text"/>
Requires SLI Code	<input type="checkbox"/>	

Note: Fee and Percentage should not be filled in simultaneously or fees will not calculate properly on invoices.

Warning: Do not click Add Service Code. This creates a duplicate code in your system.

II. Adding OHIP Service Codes

1. Click on Admin. Click on Manage Billing Service Code.
2. Type in the code to add. Click Search.
3. A message appears at the top notifying you that "It is a NEW service code". Fill in the fields. When you are done, click Save.

Note: Fee and Percentage should not be filled in simultaneously or fees will not calculate properly on invoices.

It is a NEW service code. You can add it.

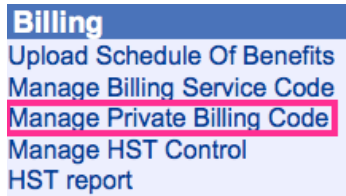
Service Code	G777A (5 letters, e.g. A001A)	<input type="button" value="Search"/>
Description	Gee Triple Seven A (50 letters)	
Fee	7.75 (format: xx.xx, e.g. 18.20)	
Percentage	<input type="text"/> (format: 0.xx, e.g. 0.20) min.	max. <input type="text"/>
Issued Date	2013-03-01 (effective date)	<input type="text"/>
Termination Date	9999-12-31 (stale date)	<input type="text"/>
Requires SLI Code	<input type="checkbox"/>	



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III. Modifying 3rd Party Service Codes

1. Click on Admin. Click on Manage Private Billing Code.



2. Use the drop-down menu to choose an existing code. Click Edit.
Note: If your code does not appear on this list, it does not exist. Go to Section IV. Adding 3rd Party Service Codes.

A screenshot of a web form titled "Type in a service code and search first to see if it is available." The form has a header bar with the title. Below the header, there is a search bar with a dropdown menu showing a list of service codes. The dropdown menu is open, showing a list of codes from "001A| Telephone Advice" to "010A| School/Camp Forms". The code "003A| Sick Note" is selected and highlighted in blue. To the right of the dropdown menu is an "Edit" button. Below the dropdown menu, there are input fields for "Private Code", "Description", "Fee", and "Issued Date". The "Description" field contains "Sick Note" and has a "(50 letters)" label. There is a "Delete" button at the bottom left of the form.

3. Make the changes you require then click Save.
Note: The Description will appear on printed invoices.
Note: Clicking Delete will remove this 3rd party code from your system.

A screenshot of a web form titled "You can edit the service code." The form has a header bar with the title. Below the header, there is a search bar with a dropdown menu showing a list of service codes. The dropdown menu is open, showing a list of codes from "001A| Telephone Advice" to "010A| School/Camp Forms". The code "003A| Sick Note" is selected and highlighted in blue. To the right of the dropdown menu is an "Edit" button. Below the dropdown menu, there are input fields for "Private Code", "Description", "Fee", and "Issued Date". The "Private Code" field contains "003A" and has a "(e.g. O001A)" label and a "Search" button. The "Description" field contains "Sick Note" and has a "(50 letters)" label. The "Fee" field contains "15.00" and has an "Add GST" checkbox and a "(format: xx.xx, e.g. 18.20)" label. The "Issued Date" field contains "2008-11-22" and has an "(effective date)" label and a calendar icon. There are "Delete", "Save", and "Exit" buttons at the bottom of the form.



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IV. Adding 3rd Party Service Codes

1. Click on Admin. Click on Manage Private Billing Code.
2. Type in a code to add. Click Search.
Note: All 3rd party codes will start with an underscore. You do not need to type in the underscore on this screen.
Note: Unlike OHIP codes, there is no restriction on what a code can be.

Type in a service code and search first to see if it is available.

- choose one - Edit

Private Code (e.g. O001A) Search

Description (50 letters)

Fee Add GST (format: xx.xx, e.g. 18.20)

Issued Date (effective date)

Delete Save Exit

3. A message appears at the top that "It is a NEW service code". Fill in the fields. When you are done, click Save.

It is a NEW service code. You can add it.

- choose one - Edit

Private Code (e.g. O001A) Search

Description (50 letters)

Fee Add GST (format: xx.xx, e.g. 18.20)

Issued Date (effective date)

Delete **Save** Exit

