

Bulk Bill & DVA invoicing

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Create an invoice for a patient covered by Medicare (bulk bill) or DVA.

Important billing considerations:

- **Online Patient Verification** should be performed when **Attending a patient** to ensure claims can be made.
- For Medicare patients **14 or under**, the parent must be added as an account payer.
- If the patient is **15 or older** and linked to their parents' Medicare Card, the parent will receive the rebate.

Medicare Card requirements for claims:

- The Surname and First name must be an exact match to the names on the Medicare card.
- The Initial is optional, but if it's entered in the Initial field in Patient Details, it must be the same as the Medicare card.
- Medicare number must include the Individual Reference Number (IRN).

Create an invoice

To bill an attended patient and submit a claim:

1. Go to Zedmed's **Reception** tab.
2. From the **Appointment Grid** or Office **Waiting Room**, right-click the patient and select **Bill**.

The **New Invoice** screen will open.

3. Check the **Payer** field shows **DVA or Medicare**.
4. For specialists, check that the **Referral Dr** field has the referer selected.
5. Add the service items to the invoice.

If the **Doctor Assigned Billing Codes** field has item/s added by the practitioner, select **Add All** to add the codes.

To add **manually**, enter the **item code** into the **Item#** field, press **Tab** to populate the fields then select the **Add** button.

6. Select the **Bulk Bill** or **DVA** button at the bottom of the screen to submit the claim.

Option: Select **Suppress** to review and submit the claims at the end of the day.

New Invoice

Invoice

Patient: Talia Simkins, File C49, DOB 24/10/1982 (42), DVA, HCC#, Safety, Pens. Status None

Payer: Medicare (highlighted), Add/Edit Payer, Applicable Fee Type MC

Branch: Albany Road Clinic

Doctor: Davis, Phillip, A

Request/Referral Dr: Dr Vivian Mortier, PD, 18/09/2025 (highlighted), 12, Notes

Claim: [Dropdown]

Payer Debts: Patient Due 1042.70, Family Credit 3429.30, Deferred 0.00

Fund Details: Fund #, Fund Fee Type

Refund/Gap Calculation: Fund, Medicare, Invoice Style: Print Gap, Corporate

Services

Date	Item#	Description	Fee	Tax	Unit Value	Qty	Amount	Notes	Estim. Refund	Gap
19/09/2025			MC	FRE	0.00	1	0.00		0.00	0.00
19/09/2025	23	Level B Surgery Consultation	MC	FRE	42.85	1	42.85		0	0

Assist Fee, Properties, Add, Change, Delete, Total: 42.85, Disc: 0.00, Gap: 0.00

Doctor Assigned Billing Codes: 23 (highlighted), Add All, Message: Invoice Message text

Billing Instructions: Send Medicare Bulk Billing Consent

Defer, Family, ECLIPSE, MA Online, Bulk Bill (highlighted), Combo Inv., Print, Send to Patient, Suppress, Quick Pay, Cancel, Help

- To modify a service, select it and select **Change**. This will place the service into the editable fields.
- To delete a service, select it and select **Change**, then select **Delete**.

7. Select **Ok** on the assessment dialog.

If an error occurs, use **Acc Enquiry** in the Patient Record to make any necessary changes to the invoice and complete the workflow.

Claiming

BulkBill Claim Assessment
Talia Simkins (F) 24/10/1982 MC: 495130673 1 1

 Claim queued for sending

Assessment Notes:
8/02/2022 Item 23

Ok

After you select **Ok**, a print dialog will open.

8. Select **Print** or **Continue** (to close the dialog)

- **Print** will print out the claim details, including any remittance advice.
- The Appointment Grid will display a \$ icon next to the patient (in Zedmed 3.6 or later).