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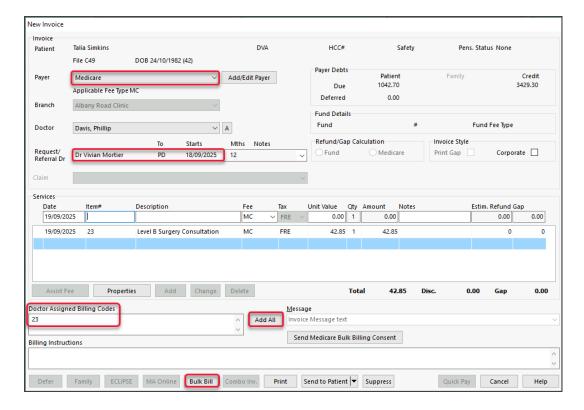
   The **New Invoice** screen will open.
3. Check the **Payer** field shows DVA or Medicare.
4. For specialists, check that the **Referral Dr** field has the referer selected.
5. Add the service items to the invoice.

   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.

- 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.

   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).