

Bulk Bill & DVA invoicing

Last Modified on 10/01/2025 1:31 pm AEDT

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

Considerations

For this workflow, either the **DVA** or **Medicare** must be set as the patient's payer.

For Medicare claiming, if a patient is 14 or under, the parent needs to be added as an account payer. For patients 15 and above, if the patient is linked to the parent's Medicare card, the parent will get the rebate.

For a Medicare claim to be approved, a patient's details must match their Medicare card, specifically:

- The surname must be an exact match to the family name on the Medicare card.
- The first name must be an exact match to 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.
- The Medicare number must include the Individual Reference Number (IRN).

Create an invoice

To create and send a DVA or bulk bill (Medicare) invoice:

1. Go to Zedmed's **Reception** tab.
2. Select **Patients** or **Waiting Room** then locate the patient and open their record.

Billing is usually initiated from the Waiting Room (after the consultation) by right-clicking the patient and selecting Bill.

If you are billing from the Patient Record, **Open the Patient Record** and select **Bill** from the top menu

3. Check that the **Payers** field shows **Medicare** or **DVA**.
4. Select **Patient Verification**.

The Patient Verification dialog will open.

5. Select **OK** and a check will run and advise if the patient is eligible for Medicare or DVA claims.

To learn more, see our [Easyclaim eligibility article](#).

Simkins, Talia

Acc Enquiry Attend **Bill** Letters Clinical Information Print Quote Receipt Waiting Room Appointments Extras

Patient Details

Personal
 Family Name: Simkins
 Given Name: Talia Initial:
 Preferred Name: Former
 Title: Gender: F
 Date of Birth: 24/10/1982 Age: 39
 Home: 77 Shall Cir
 Suburb: ALEXANDRA 4740
 Preferred Contact Method: Branch Default (not set)
 Mobile:
 Usual Dr: Fuller, Igor
 Medicare: 4951 30673 1 1 Exp:
 Veteran: Exp:

Practice
 File#: C49 Pull File:
 Hosp. UR No: Clinical Warnings
 Usual Branch: Branch 1 (C49)
 First In: 31/01/2022 Last In: 03/02/2022
 Type: Status:

Family
 * Simkins, Talia (C49)
 Family Links

Payers
Medicare MC \$72.60
 Fund
 Add Details Claims

Referrals

Patient Verification
Talia Simkins (F) 24/10/1982 MC: 495130673 1 1

Patient is eligible to claim for Medicare with details provided.

A concessional entitlement has not been found for this patient. [9685]

Update Details **OK**

Delete Print **Patient Verification** Find Close Cancel

6. Add the service items to the invoice.

To add items for invoices raised from the **Waiting Room**, select **Add All** to add the code/s in the **Doctor Assigned Billing Codes** box.

To add items **manually**, enter the service's **item code** into the **Item#** field, then press **Tab** to populate the other fields.

There is no estimated refund or gap, as no payment is being taken.

7. Select **Add** to move each item to the display area.

- 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**.
- To print the invoice, select **Print**.

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

New Invoice

Invoice

Patient: Talia Simkins, DVA, HCC#, Safety, Pens. Status: None

File: C49, DOB: 24/10/1982 (39)

Payer: Medicare (dropdown), Add/Edit Payer

Applicable Fee Type: MC

Doctor: Fuller, Igor (dropdown)

Request/Referral Dr: <None>

Claim: [dropdown]

Payer Debts:

	Patient	Family	Credit
Due	72.60		39.10
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
08/02/2022	23	Level B Surgery Consultation	MC	FRE	0.00	1	0.00		0.00	0.00

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

Buttons: Defer, Family, ECLIPSE, MA Online, **Bulk Bill**, Combo Inv., Print, Email, Suppress, Quick Pay, Cancel, Help

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

The print dialog will open.

10. Select **Print** or **Continue**.

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

Confirm

Do you wish to print the Claim Form for this invoice?

Buttons: Print, Continue

Considerations

- Each claim is sent individually. There is no batching required, but the invoices are still paid in bulk.
- If there is an error, use **Acc Enquiry** in the Patient Record to make any changes to the invoice and complete the workflow.
- To learn more, see the **Process Claims** and **Process Payments** articles.