

ECLIPSE (Fund) invoicing

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Create an invoice for an in-patient covered by a health fund and make a claim.

ECLIPSE is only used to submit health fund claims.

For ECLIPSE billing, The Payer or a Health Fund can be the payer. We recommend setting the Health Fund as the Payer in the patient's record. This means the Health Fund will show as the payer on reports rather than the patient.

- Set **Health Fund as Payer**
- Set **Patient as Payer**.

Branch selection

From Zedmed v37, you can change the branch when billing from a patient's record. The invoice will use the treating doctor's provider number and letterhead for that branch. You do not need to log into another branch. You cannot change the branch if you bill from the Appointment Grid or Waiting Room. Zedmed checks for an appointment matching the branch and doctor. If it does not find one, it creates a new attendance without a booking.

To create and send an ECLIPSE invoice:

1. Go to Zedmed's **Reception** tab.
2. Select **Patients** or **Waiting Room** then locate the patient and open their record.
3. Check the **Payer** is correct. We recommend the Health Fund as the payer.
4. Check that there is a current referral entered in the **Referrals** section.
5. Select **Patient Verification**.

The Patient Verification dialog will open.

6. Select **OK** and a check will run and advise if the patient is eligible for claims.

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

7. Bill the patient to open the New invoice screen.

Billing is usually initiated from the **Waiting Room** 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

The **New Invoice** screen (shown below) will open.

8. Check that the:

- o **Payer** is correct..
- o **Doctor** is correct.
- o **Request/Referral Dr** fields contain the correct information.
- o **Fund Details** fields contain the correct information.

9. Add service items to the invoice.

For invoices raised from the **Waiting Room**, use the items entered by the practitioner in the **Doctor Assigned Billing Codes** box. Select **Add All** to add these codes to the invoice. Items can also be added, deleted and changed.

To add items:

- a. In the **Item#** field, enter the service's **item code**.
- b. Press **Tab** to populate the other fields.
- c. Update the **Fee** field so it matches the **Fund Fee Type** in the **Fund Details** section.

The next step is to update the Properties while the service is in the entry field and before you select Add in Step 11. It's important to set the first item's properties because they're applied to all other items.

New Invoice

Invoice
 Patient: Bridgid Bates, DVA, HCC#, Safety, Pens. Status: None
 File: C19, DOB: 14/07/1970 (51)
 Payer: <Health Fund> E.g. 'Springs', Add/Edit Payer
 Applicable Fee Type: P1
 Doctor: Eason, Augustus
 Request/Referral Dr: Dr Vivian Mortier, To: AE, Starts: 31/01/2022, Mths: 12, Notes:
 Claim:
 Fund Details: Fund: Springs, # 4532453241, Fund Fee Type: MC
 Refund/Gap Calculation: Fund, Medicare, Invoice Style: Print, Gap, Corporate
 Services:
 Date: 07/02/2022, Item#: 105, Description: Professional attendance by a specialist, Fee: MC, Tax: FRE, Unit Value: 43.00, Qty: 1, Amount: 43.00, Notes: [In Hospital 1], Estm. Refund: 0.00, Gap: 0.00
 Properties, Add, Change, Delete, Total: 43.00, Disc: 43.00, Gap: 0.00
 Doctor Assigned Billing Codes, Message, Billing Instructions, Defer, Family, ECLIPSE, MA Online, Bulk Bill, Combo Inv., Print, Email, Suppress, Quick Pay, Cancel, Help

10. Update the **Properties** as follows:

- Select **Properties** to open the screen shown below.
- The only mandatory selection is the **Hospital/Site** field. Select the hospital the patient attended.
- Select any relevant **Indication flags**. E.g. if a patient returned later that day, you would select Not Duplicate Service.
- Enter the number of **Patients seen**.
- If the item is radiology or pathology, the **LSPN** and **Specimen Collection Point** fields are automatically populated.

To learn more, see the [Location Specific Practice Number \(LSPN\)](#) article.

Properties

Invoice properties (for DVA only)
 Condition treated relates to a condition for a White Card holder ☐ Details:
 Service Properties
 General Options
 Time Of Service: 06:00, Time Duration (mins):
 Patients seen: 1, Distance KM:
 Hospital/Site: Hospital 1, Is the patient admitted in the hospital (tick = Yes)? ☒
 Resource: <None>, Analysis Group: <None>
 Diagnostic Imaging
 LSPN, Equipment Id, Field Qty
 Pathology
 Rule3 Exempt, Not Rule3 Exempt, S4b3 Exempted, Not S4b3 Exempted, Specimen Collection Point, Collection Date/Time, Accession Date/Time
 Indication flags
 Normal After Care, Multiple Procedure, Duplicate Service, Second Device, Self Deemed, Not Normal After Care, Not Multiple Procedure, Not Duplicate Service, Not Second Device, Not Self Deemed, Substituted Service
 Dental
 Num. of Teeth, Tooth No., Jaw
 Optical
 Optical Script
 OK, Cancel, Help

- Select **OK** to return to the **New Invoice** screen.

11. Select **Add**, and the item will move to the display area.

- To add another service to the bill, select **Add** and repeat the steps.
- 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**.

12. Determine if the patient is paying a GAP fee.

Select **ECLIPSE** if the patient is not paying a Gap Fee.

Select **Quick Pay** if the patient is paying a Gap Fee, complete the Quick Pay screen, then select **ECLIPSE** to claim the remaining balance.

The Quick Pay process is shown in the screenshot below.

Select **Gap**, then a **payment method** and then select **Add**.

Quick Pay

C19 Bridgid Bates

Payer	Due	Patient	Family	Deferred	Patient	Family	Credits
Bates, Bridgid		277.00	277.00		0.00	0.00	0.00

Current Invoice(s)

Allocate ☒ Value 78.00 ☐ Discounted value 78.00 ☐ Gap 35.00

Payments

Format	Name	Card Type	Branch	Number	Banklist	Amount
Card		MASTER			BNK	78.00

1. Cash 2. Cheque 3. MC Cheque 4. Card 5. Effpos 6. Direct Deposit 7. Credits

Tyro EasyClaim

Add Change

Payment Total 0.00

☐ Family Due & Invoice ☐ Patient Due & Invoice ☒ Invoice(s) Only

Amount Due 78.00

Balance 78.00

Eclipse MA Online Suppress Combo Inv. Email Print Cancel

13. After you select **ECLIPSE**, select **Yes** to the pop-up advising the invoice will be saved.

The **Eclipse** screen will open for review.

14. Select an **Admission** date and a **Financial Consent** option before sending the claim:

- The Hospital **Admission/Discharge** dates. The **Admission** date is required.
- Under **Other**, make a selection for **Financial Consent**. A selection is required.
- Check that the **Claim Type** is either **IMC Agreements** or **IMC Schemes**.

The **Claim Type** will default to the setting in the **Doctor Fund Schemes** table, as shown in the Setup Eclipse article's **Treating doctor** section. If this is incorrect or was not entered for that fund, it will default to **IMC Patient Claims**.

If it is transmitted as a patient claim, the practitioner's cheque will go to the patient to bring in. You can override the setting by choosing **IMC Agreements** or **IMC Schemes**. Remember to change it in the doctor's details as well.

- Review the options under **Other**: if the practitioner has **Disclosed Financial Interest** or if the claim is the subject of a **Compensation** claim (this will default depending on whether it's an **Agreement** or **Scheme**).

15. Select **Ok** to submit the claim.

You will get a response from InPatient Medical Claim Assessment advising if the claim was successfully queued for sending.

Each claim is sent individually. There is no batching required, but they may be paid in a batch.

If there is an error, you can go to **Acc Enquiry** in the Patient Record to make any changes to the invoice and complete the workflow.

To learn more, see the [Review Claims](#) and [Reconcile Payments](#) articles.

16. Select **Print** or **Continue**.

- **Print** will print out the claim details, including any remittance advice for the patient.
- **Continue** will close the prompt.

That is all you need to do. ECLIPSE will send the invoice to Medicare, where it needs to be approved before going to the health fund because this is for hospital billing. Once the health fund approves the claim, it comes back to Zedmed via ECLIPSE.

If a claim is not sent successfully, an error code will be displayed. To learn more, see the [Medicare error codes](#) article.

You can retry by selecting the invoice > selecting the **ECLIPSE** button and repeating the submission process.

Please note: BUPA ADF does not have an ELIPSE channel. Invoices must be sent externally to the organisation.

Please note: You can only send an ECLIPSE claim for one patient and one practitioner. To bill for a surgeon and

an assistant, you will need to do two invoices for the different practitioners. For more information on this, see the [Assist Doctor Billing article](#).
