

Assisted billing

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Bill for a doctor that assisted another doctor in a procedure. The assisting doctor can create their own invoice or be included on the main doctors/surgeon's invoice and get reimbursed at a later date.

Assisting doctor creates their own invoice

In this scenario, the invoice is created by the assisting doctor, who is selected as the treating doctor.

To create the invoice:

1. Create an invoice and include the payer, referral and any claim details.

To learn more, see the [Billing guide](#).

2. For **Doctor**, select the assisting doctor/surgeon.
3. Enter the Item for the procedure.

This should be an Item number with assistance in the description to indicate that it supports assisted billing.

For example, "30332 LYMPH NODES of AXILLA, limited excision of (sampling) (Anaes.) (Assist.)"

Only one service/attendance date should be included.

4. Select **Assist Fee**.
5. Select **Bill As The Assisting Doctor**.
6. Select the **Surgeon** who performed the operation.
7. Review the **Assisting item**.

The Assisting Item displayed will be based on the total schedule fee for the surgical items entered. The Amount is calculated as the percentage set for the fee type multiplied by 20% of the aggregate Medicare schedule surgical fee. This amount can be overtyped if required.

New Invoice

Invoice
 Patient: Mr Knut Holloway, File 4, DOB 19/05/1952 (70), DVA, HCC#, Safety, Pens. Status Pension/HCC

Payer: Medicare, Add/Edit Payer, Applicable Fee Type MC

Doctor: Davis, Phillip

Request/Referral Dr: Dr Vivian Mortier, PD, 9/02/2023, 12

Services

Date	Item#	Description
21/04/2023	30332	Lymph nodes of axilla, limited excision

Assist Fee [Properties] [Add] [Change] [Delete]

Doctor Assigned Billing Codes

Billing Instructions

Albany Road Clinic PDAVIS

[Defer] [Family] [ECLIPSE] [MA Online] [Bulk Bill] [Combo Inv.] [Print] [Send to Patient] [Suppress] [Quick Pay] [Cancel] [Help]

Assisting Billing Options

Style

Are you?

Billing On Behalf Of The Assisting Doctor

Billing As The Assisting Doctor

Billing As The Assisting Doctor and then Billing As the Surgeon

The Assistant doctor is Davis, Phillip
Please select The Surgeon

Eason, Augustus

Assisting item

Item # 51300 Amount 77.60 Refund 0.00

Assistance at any operation identified by the word "Assist." for which the fee does not exceed \$590.25 or at a series or combination of operations identified by the word "Assist." where the fee for the series or combination of operations identified by the word "Assist." does not exceed \$590.25

[Close] [Cancel] [Help]

8. Select **Close**.
9. A **New Invoice - As assisting doctor** screen will open and show the total bill for the doctor's assistance based on the procedure.
10. Complete the bill/claim.

New Invoice - As assisting doctor

Invoice
 Patient: Mr Knut Holloway, File 4, DOB 19/05/1952 (70), DVA, HCC#, Safety, Pens. Status Pension/HCC

Payer: Medicare, Add/Edit Payer, Applicable Fee Type MC

Doctor: Davis, Phillip

Request/Referral Dr: Dr Vivian Mortier, PD, 9/02/2023, 12

Services

Date	Item#	Description	Fee	Tax	Unit Value	Qty	Amount	Notes	Estim. Refund	Gap
21/04/2023	30332	Lymph nodes of axilla, limited excision	MC85	FRE	0.00	1	0.00		0	0
21/04/2023	51300	assistance at any operation identified b	MC85	FRE	77.60	1	77.60		0	0

Properties [Add] [Change] [Delete]

Doctor Assigned Billing Codes [Add All]

Billing Instructions

Albany Road Clinic PDAVIS

[Defer] [Family] [Easydaim] [ECLIPSE] [MA Online] [Bulk Bill] [Combo Inv.] [Print] [Email] [Suppress] [Quick Pay] [Cancel] [Help]

Assisting doctor added to main doctor's invoice

The main (treating) doctor creates an invoice with their fee and adds the assistant doctor who will have an assistance fee. The treating doctor will receive the payment and reimburse the assisting doctor.

To create the invoice:

1. Create an invoice and include the payer, referral and any claim details.

To learn more, see the [Billing guide](#).

2. For **Doctor**, select the doctor/surgeon.
3. Enter the Items for the procedure.

This should be an Item number with assistance in the description to indicate that it supports assisted billing.

For example, "30332 LYMPH NODES of AXILLA, limited excision of (sampling) (Anaes.) (Assist.)"

Only one service/attendance date should be included.

4. Select **Assist Fee**.
5. Select **Bill on behalf of the Assisting Doctor**.
6. Select the **Assisting Doctor**.
7. Review the **Assisting item**.

The Assisting Item displayed will be based on the total schedule fee for the surgical items entered. The Amount is calculated as the percentage set for the fee type multiplied by 20% of the aggregate Medicare schedule surgical fee. This amount can be overtyped if required.

8. Select **Close**.
9. The Billing screen will show the whole invoice with all surgical items and including the fee for the Assisting doctor.
10. Select **Print** or **Suppress**.

The screenshot shows the 'New Invoice' window with a modal dialog titled 'Assisting Billing Options'. The dialog contains the following elements:

- Style:** A section with three radio buttons:
 - Billing On Behalf Of The Assisting Doctor
 - Billing As The Assisting Doctor
 - Billing As The Assisting Doctor and then Billing As the Surgeon
- Text:** "The Surgeon is Davis, Phillip" and "Please select The Assisting Doctor".
- Dropdown:** A dropdown menu currently showing "Eason, Augustus".
- Assisting item:** A section with three input fields:
 - Item #: 51300
 - Amount: 77.60
 - Refund: 0.00
- Footer:** "Assistance at any operation identified by the word 'Assist.'" for which the fee does not exceed \$590.25 or at a series or combination of operations identified by the word "Assist." where the fee for the series or combination of operations identified by the word "Assist." does not exceed \$590.25
- Buttons:** "Close", "Cancel", and "Help".

In the background 'New Invoice' window, the 'Assist Fee' button is highlighted with a red box, and the item number '30332' in the services table is also highlighted with a red box.

Setting up Assisted Billing

Doctor setup

An assisting doctor can be a treating doctor and create their own invoice - or - they can be added to the treating doctor's invoice if they have the **Assist Only** box ticked in their profile. Do not add this to a doctor who will be the treating doctor for a patient or invoice.

To enable a doctor for Assisted Billing:

1. From Zedmed's menu, select **Practice Setup > Doctors > Find Treating Doctors**.
2. Use the **Dr Code** drop-down to open the doctor.
3. Select the **Assist Only** box.

An Assist Only doctor can not be a patient's treating doctor or create their own invoice as a treating doctor.

If the Doctor is to be a **Primary External Surgeon Only** then tick the box for this option.

The screenshot shows the 'Doctor Details' form with the following fields and options:

- Identity:** Family Name (Davis), Given Names (Phillip), Title (Dr), EHealthID (HPI-I) (8003 6199 0002 6805), ABN/Bus. Name, AHPRA Number (ABC1234567890).
- Home Address:** Address, Suburb.
- Phone Numbers:** Home Phone, Home Fax, Mobile Phone.
- Clinical Settings:** Qualification (FRACGP, MBBS, BBiomedSci (Hons), Clin Dip Pall M), Prescriber No (9877773), Email Address.
- Practice:** Dr Code (PD), Default Item #, Fee type override (Rehab), Dr Type, HIC Registered, HIC Online, DVA Registered, REI Registered.
- Branches:** Branch (Albany Road Clinic), Bank List (Albert Road MC Bank Account), MA Format (General Practitioner), Provider #, Other Provider #, Claiming (Locked, Active), Erx Entity ID (8P5KG), Invoice Header, Invoice Footer, Another, Provider Type.
- Employment:** No Employment Record! (Details, New).
- Status:** Available (checked), Assist Only (unchecked), External Primary Surgeon Only (unchecked), Available Online (checked).
- Other options:** ECLIPSE Fund Schemes, Show Code on Appt. Screen.
- Text for specialty treatment:** (dropdown menu).

Practice setup

Each branch in practice needs to be enabled for Assisted Billing.

To enable Assisted Billing:

1. From Zedmed's menu, select **Practice Setup > Branches**.
2. Select **Options**.
3. Select the **Assistant Billing** box.

4. Select **Close** to save and exit.
5. Restart Zedmed and log in again

These items will be added to the Invoice screen:

- An **A** (Assisted) icon next to the Treating Doctor drop-down list.
- An **Assist Fee** button next to the **Properties** button.

The screenshot shows the 'Practice Details' window with the 'Branch Options - Albany Road Clinic' tab selected. The 'General' section contains various settings, including 'Default Encounter Sheet' (Standard Encounter Sheet), 'Default Account Holder' (Private), 'Default Bank Account' (Albert Road MC Bank Account), 'Invoice Header' (Standard), and 'Assignment Form Type' (A4). There are several checkboxes for services like 'Remittance Advice on Invoices', 'Accept Credit Cards', 'Accept AMEX', 'Print Medicare Claim Forms', 'Default Print Encounter Sheet', 'Default Print Proforma', 'Allow Cash Out', 'Print Gap', 'Day Surgery Link', 'Use Classic Patient Search', 'Leave Receipt Payment Amount Blank', 'Auto Include Incentive (10997)', 'Enable Stock Management System', 'Direct Bill and DVA', 'Patient Claims', and 'ECLIPSE'. The 'Assistant Billing' checkbox is highlighted with a red box. Other sections include 'File Numbering', 'Waiting Room', 'SMS Setting', and 'MA Online Overwrite Location'. At the bottom, there are buttons for 'Edit Texts', 'Appt. Confirmation', 'Invoice Message', 'Email Setup', 'Help', and 'Close'.

Item fees setup

This section explains how fees can be set up in **Items Details**

There are four MBS billing items for Assist doctors covered in this functionality: 51300, 51303, 51306 and 51309. There are Medicare rules about when each item should be used according to the total schedule fee for the surgical items billed. For the calculation rules, refer to the section of the Medicare Benefits Schedule Note T9.1.

For the non-derivative Assist Items (51300 and 51306) the relevant flat fee can be entered into the relevant field on the Details tab (for Private and Workcover fees) and Insurer's tab (for Health Fund fees).

For the derivative Assist items (51303 and 51309) the percentage of the Medicare schedule fee paid should be entered into the relevant fee type field on the new Assistant Derivative Fees tab. E.g. if Medibank Private paid 144.50% of the Medicare Schedule Assist Fee, then 144.50 should be entered into the fee type field set up for Medibank Private on the Assistant Derivative Fees tab.

The relevant percentages for each health fund and private fee type can be entered.

Assisted Billing report

The Assistant Service Report provides details on assisted billing, including the assisting surgeon, fees and any amounts outstanding.

To open the Assistant Service Report:

1. Go to Zedmed's **Management** tab.
2. Select **Reports > Assistant Service Report**.

The **Assistant Service Report** screen will open.

3. Select the required **Options** and **Criteria**.
4. Select **Print** to print out the report or **Screen** to open it. The **Screen** view has print and save menu options.

To learn more, see the [Assisted Billing guide](#).

Assistant Service Report

Criteria	Option	Group By	Order By
Service Date Branch Assist Doctor	03/06/2021 - 03/08/2021 Branch 1 All	Billed on behalf of the Assistant Doctor Exclude Bad Debt Services	None Service Date

Invoice#	Patient Name	Address	Doctor	Service Date	Item#	Assistant Fee	Amount Paid	Outstanding
127	BLAIR, BEVERLY	11 Joachim Cct PENNANT HILLS 2120	GH1	3/08/2021	51300	121.30	121.30	0.00
Grand Total			Billed Services: 1			121.30	121.30	0.00

Assistant Service Report X

Options

Billed on behalf of the Assistant Doctor

Billed as the Assistant Doctor

All Assistant Services

Options

Exclude Bad Debt Services

Only Show Bad Debt Services

Criteria

Service Date Billing Date

From: 03/06/2021 To: 03/08/2021

Branch: Branch 1

Assistant Doctor: All

Group By

None

New page on change

Order By

Service Date

Print
Screen
Close