



citadel health

MANAGING COMPLEXITY

CITADEL HEALTH PTY LTD

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Citadel Health Pty Ltd

Evolution vLab™ Manual

Billing Menu

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1. Introduction

This manual describes the features and functions of the Billing Menu in **Evolution vLab™**, through which Billing tasks are performed. This includes invoicing, receipting, financial reporting, and debt management.

Key features include:

- Automated and manual consolidation functionality
- Automatic invoice generation
- Medicare Online including Eclipse
- Multiple date-based Pricing Schedules, including Medicare Schedules
- Rapid access to account and pathology data
- Receipting against one or multiple debtor accounts
- Comprehensive managerial and financial reports
- Retrieval of data for debt collection
- Definable report layouts for invoices, receipts, and reminder notices
- Definable security and access privileges

The Billing module is configured via the Administration Menu. Please refer to the **Evolution vLab™** Administration Manual for more information.

1.1 Writing Conventions

Evolution vLab™ encourages use of both the mouse and keyboard, though many navigation steps and functions may be performed using the designated keyboard shortcuts. They are indicated throughout this manual in bold text and enclosed in square brackets, such as **[F1]** for the F1 function key.

Some keyboard shortcuts in the Billing menu involve a function key in combination with the **[Shift]** or **[Control]** key, which are indicated by **S** and **C** respectively. For example:

[SF5] [Shift] key plus [F5] function key

[CF9] [Control] key plus [F9] function key

Data entry is often streamlined by alphanumeric shortcuts when choosing from a set list of options. They are indicated throughout this manual in round brackets. Unless otherwise stated the shortcuts are not case sensitive. For example:

(y)es Lower or uppercase 'y'

(n)o Lower or uppercase 'n'



More 'generic' keystrokes such as the Enter and Tab keys are enclosed in angle brackets. For example:

<Enter>

Important notes, cautions and tips are indicated with in **bold** and underlined text.

Words encapsulated in square brackets as part of an **Evolution vLab™** prompt or message are generic placeholders to represent the data in question.

For example, the **Evolution vLab™** message is represented in this manual as '*Account [Account Number] [Account Surname] Account OK (y/n)*' since two portions of the message are dependent on the Account Number specified by the user and the Account Surname configured for the Account, respectively.

1.2 Access to the Billing Module

The Billing menu is accessed from any screen via the 'Billing' button in the menu pane at the bottom left corner of the **Evolution vLab™** interface.

Access to the Billing module is subject to the User's Access Group permissions. The configured privileges determine the screens, sub-tabs and functions available to a given User. Please refer to the **Evolution vLab™** Administration Manual for more information.

1.3 Navigation

The **Evolution vLab™** icons at the top of the screen are context sensitive. When the corresponding function is not available on the current screen, its icon is greyed out and cannot be selected or invoked via its keyboard shortcut.

There are often several approaches to accessing an entry in a table for viewing and/or editing the underlying detail:

- Double-click the entry with the left mouse button.
- Single click the entry with the left mouse button and press <Enter> or **Edit [F2]** or **Select [F12]**.
- Highlight (select) the entry with the up and down arrow keys and press <Enter> or **Edit [F2]** or **Select [F12]**.

1.4 Data Entry & Functions

1.4.1 Mnemonics & Aliases

Configurable entities in **Evolution vLab™** such as Account Types and Categories each have their own mnemonic, which is a short alphanumeric 'code'. Many mnemonics are defined by



the system administrator, but some are pre-defined for core functionality. Most items of configuration also permit the creation of an alias, which is a secondary code for the same functionality.

The mnemonic and alias for a given entity can be used interchangeably when referencing it on another screen, such as a Billing screen. The mnemonic (or alias) may be typed directly by the user (if known) or selected via the F1 Lookup function.

1.4.2 Mandatory Fields

Mandatory fields must be populated to proceed with a given function or workflow. These fields are indicated with a red* asterisk to the left of the field.

In rare cases one of several fields must be populated to proceed, however since none of them are strictly mandatory they are not indicated with an asterisk. An example is the combination of **Request Date** and **Service Date** on the Billing Estimate screen.

1.4.3 Date and Time/Date Formats

The standard date formats accepted by **Evolution vLab™** are DDMMYYYY and DDMMMYYYY for **day, month and year**, and MMYYYY for **month and year**, case insensitive, with or without intervening separator characters such as forward slashes (/), hyphens (-), full stops (.), colons (:), or spaces. Two-digit years i.e. DDMMYY, DDMMMYY and MMYYY are supported for dates from 1st January 2000.

Time/dates are specified by prefixing the aforementioned date formats with the hours and minutes (HHMM), with or without an intervening separator character between the hours and minutes. Time/dates formats accepted are therefore HHMMDDMMYYYY and HHMMDDMMMYYYY for **hours, minutes, day, month and year**.

Examples

28th February 2017:

28022017

28/02/17

28.02.17

28-feb-2017

28/Feb/2017

28.feb.17

...etc.

9:30am on 28th February 2017:

093028022017

09:30 28-02-17

09.30 28.02.2017



...etc.

February 2017 may be entered as:

022017
02/17
02.17
02-2017

...etc.

The month and year format are applicable wherever a precise date is not relevant, such as in Monthly Reports.

Evolution vLab™ Shortcuts for Date

Evolution vLab™ offers a number of **case sensitive** shortcuts for specifying the current date, and recent or upcoming dates, with or without an accompanying time:

(t)oday
(T)omorrow
(y)esterday
day before (Y)esterday

Note that the shortcut for tomorrow (T) is not always applicable to data entry in the Billing module.

Examples

t	Today (date only)
0900t	9:00am today (time/date)
1730y	5:30pm yesterday (time/date)

1.4.4 Invoice Number and Receipt Number formats

The standard Invoice Number and Receipt Number formats accepted by Evolution vLab™ are YY.MM.N, YY.MMM.N, YYYY.MM.N and YYYY.MMM.N, case insensitive, including the full stops (.). N is an integer between 1 and 7 digits, representing the Invoice or Receipt's number within the cited month.

Examples

The 14th Invoice or Receipt in February 2017:

17.02.14
17.Feb.14
2017.02.14
2017.feb.14



1.4.5 Exporting a table to the local PC

Note: Export to XML format is available by license only. Large files should be exported to XML format via FTP.

Please exercise care when viewing and editing the exported data in external software such as Microsoft Excel, which renders and manipulates the data according to its own formats.

1. Open the table of interest and select the **Export [CF11]** icon.
2. Select (Y)es at the prompt 'OK to save table to disk? y/n'. Click (N)o to abort.
3. At the prompt 'Enter filename:' specify the directory path, file name and file extension. Supported file types are text (.txt), Excel (.xls) and XML (.xml).

Example: c:\data\config\accounts.xls

4. Click OK to proceed or Cancel to abort. A copy of the table is stored according to the user's input.

Common shortcut keys

Function	Shortcut Key(s)	Description
Back	[Esc]	Exits the current screen and returns to the previous screen.
Create	[F6]	Create a new entry in the configuration table.
Edit	[F2]	Opens the selected entry for editing.
Export	[Control] + [F11]	Exports a copy of the table to file.
Help	[Alt] + [-]	Opens the section of the online manual relevant to the current screen.
Lookup	[F1]	Opens the Lookup table or help dialog box specific to the field in which the cursor is placed.
Print	[F11]	Print a copy of the table.
Save	[F4]	Saves the data on the current screen. In some cases, the user is also returned to the previous screen.
Select	[F12]	When viewing a table this key opens the selected (highlighted) entry for editing.



		When viewing a screen containing both fields and a sub-table, this key allows the user to switch 'cursor focus' from one section to the other.
	Home	Moves the cursor to the first data entry field on the current screen, the first entry in a displayed table or to the first character position within a text field.
	End	Moves the cursor to the last data entry field, on the current screen, the last entry in a displayed table or to the last character position within a text field.
	Delete	Deletes the current edit field's data
	Esc	Exits the current screen or function and returns to the previous calling screen or function.
	Page Up	Moves to the next page of results/table if possible.
	Page Down	Moves to the previous page of results/table if possible.
	Enter / Tab	Moves the cursor to the next entry field on the displayed screen.

1.5 Glossary

Service Date	<p>The date of service (e.g. pathology testing). The Service Date for a given laboratory record in Evolution vLab™ is determined by the following logical cascade.</p> <ol style="list-style-type: none"> 1. Collection Date; otherwise 2. Requested Date; otherwise 3. Creation Date (when the lab record was created). <p>The Service Date is therefore the date portion of the Collection Date/Time unless this information is not specified against the lab record.</p>
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1.6 Licensed Features

Some **Evolution vLab™** features are subject to license and therefore may not be available to all clients. Clients are encouraged to contact Citadel Health to have additional functionality enabled for use.



citadel health

MANAGING COMPLEXITY

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2 Account Administration

The Account Administration menu supports the retrieval of account, invoice, receipt, and transaction information. It contains the following tabs:

- Enquiries
- Maintenance
- Outstanding Adjustments
- Outstanding Write Offs
- Unallocated Receipts
- Unprocessed Receipts
- Account Exception Report

2.1 Enquiries

The Account Enquiries screen facilitates retrieval of account and account-related information. The user can enquire by:

- Account Number
- Account Name
- UR Number (Patient Record Number)
- Medicare Number
- \$ Value
- Cheque Number
- Month
- BSB Number
- Patient Name
- Invoice Number
- Receipt Number
- External Receipt Number
- TAC Claim Number

Regardless of the search methodology, this functionality provides access to the **Account Maintenance** screen, which includes a variety of sub-tabs and functions. Please refer to the **Account Maintenance** section of this Manual for more information.



2.1.1 Enquire by Account Number

Account information is accessed directly from the Enquiries screen by entering the Account Number.

1. Populate the **Account No.** field with the Account Number and press the <Enter> or <Tab> key.
 - The Account Number may be entered with or without its Prefix, e.g. A223344 or 223344, or MED0001. The default Prefix is applied when one is not specified, according to the **Default UR** configured against the Laboratory to which the User is logged in (in this example, 'A').
2. Assuming an existing Account Number was specified, **Evolution vLab™** loads the **Account Maintenance** screen for the Account. By default, the Details sub-tab is displayed.
 - The Details sub-tab contains primary details such as Account Type, Account Number, Balance, Account Name, Address, Telephone Numbers and Patient Information (patient accounts only). Account Notes are also included.
 - Where an Account Number does not exist but the Prefix is valid (or no Prefix is provided), **Evolution vLab™** loads the **Account Maintenance** screen, unpopulated, to facilitate creation of a new Account.
 - **Evolution vLab™** returns the message 'Invalid Account Number' when the Account Number includes an invalid Prefix. Upon dismissal of the message the Account Enquiries screen is refreshed for subsequent entry.

2.1.2 Enquire by Account Name or Patient Name

Accounts can be searched by Account Name or Patient Name. These searches apply the Soundex algorithm to return matches including similar sounding names. This algorithm applies to patient name searches across **Evolution vLab™** and **Evolution vLab™** Clinical Viewer.

Populate the **Account Name** or **Patient Name** field with the name being searched and press the <Enter> or <Tab> key.

- Account Names and Patient Names must be entered in the format [Surname] or [Surname] [First Name], e.g. 'Bulk Bill – Medicare' or 'Smith Alex'.
 - **Evolution vLab™** displays the search results in a sub-table below the enquiry fields. The Soundex algorithm may find one or more Accounts for the specified search enquiry; these are listed in the sub-table.
 - If **Evolution vLab™** cannot locate any matching records, the table is unpopulated and displays the text 'No Entries'.
1. Highlight and press [F12] or double-click an entry to access the Account Maintenance screen for the corresponding Account; by default, the Details sub-tab is shown.



2.1.3 Enquire by Invoice Number or Receipt Number

Invoices and receipts can be searched directly via the Invoice Number and Receipt Number respectively.

1. Populate the **Invoice No.** or **Receipt No.** field with the Invoice Number or Receipt Number respectively and press the <Enter> or <Tab> key.
 - The Invoice Number or Receipt Number is entered in the format YY.MM.N, YY.MMM.N, YYYY.MM.N or YYYY.MMM.N. Please refer to the section **Invoice Number and Receipt Number formats** in the Introduction for more information.
2. Assuming a valid Invoice Number or Receipt Number was specified, **Evolution vLab™** loads the **Adhoc Invoice Entry** screen (for the invoice) or the **Receipt Entry** screen (for the receipt) as appropriate. Please refer to the relevant sections of the Manual for more information.

2.1.4 Enquire by External Receipt Number

Receipts can be searched by the External Receipt Number.

1. Populate the **External Receipt No.** field with the External Receipt Number and press the <Enter> or <Tab> key.
 - The format of the External Receipt Number must correspond to the value recorded against the receipt.
2. Assuming a valid External Receipt Number was specified, **Evolution vLab™** loads the **Receipt Entry** screen for the receipt in question. Please refer to the **Receipt Entry** section of the Manual for more information.

2.1.5 Enquire by TAC Claim Number

Accounts can be searched by TAC Claim Number.

1. Populate the TAC Claim Number field with the TAC Claim Number against the laboratory record(s) in question and press the <Enter> or <Tab> key.
 - The format of the TAC Claim Number must correspond to the value recorded against the lab record(s). TAC Claim Numbers are typically in the format NN/NNNNN, e.g. 04/12345.
 - **Evolution vLab™** displays the search results in a sub-table below the enquiry fields.
2. Highlight and press [F12] or double-click an entry to access the TAC Claim Lookup screen for the corresponding Account.



2.1.6 Enquire by \$ Value

The \$ value enquiry allows the user to enquire on any amounts that have been received in a particular month. A list of receipts will be displayed and from there receipt details and account details can be accessed.

1. Enter the **Month (MM.YY)** and press **Enter**.
2. Enter a dollar value in the **\$ Value** field and press **Enter**.

A list of matches will appear on the bottom half of the screen.

3. Highlight the item that the user wishes to view.
4. Select the View Receipt [F5] function button to display the receipt details.
5. Press the View Account function button to display the account details.

Note: Refer to the section on Account Maintenance for further information on retrieving account information.

When searching by BSB and cheque number or by \$ Value, the system will ask the user to select the month the user wish to search, this is to allow faster searching and minimise the load on the system.

2.2 Maintenance

Account Maintenance allows the user to create new Accounts, and view and apply changes to existing Accounts.

This screen is accessed in several ways:

- Directly by navigating via Account Admin > Maintenance. The Account Number for the account of interest must be specified by the user in the **Account No.** field to proceed.
- As an enquiry by **Account No.** or **Account Name** entered via **Account Admin > Enquiries**.
- Via the **Account Details [CF6]** function from the **Account Summary** screen.
- By selecting an entry from the Aged Debtor Invoice List generated via **Financial Reports > Reminder Notices**.
- By selecting an entry from the **Aged Debtors List, Aged Trial Balance, Bad Debt Listing** or **Debtor Risk Report**, accessed via the **Debtor Reports** menu.

Account Maintenance offers the following functionality:

- Create a new Account
- Modify details for existing Accounts, including Billing and Contact Details
- View Invoices and Receipts (and underlying transactions)



- Flag an Account as relating to a Deceased patient
- Flag the Account as a Bad Debtor
- Record notes against the Account
- View the Account's Event Audit
- Reverse invoices and write offs
- Place invoices on hold
- Cancel receipts
- Adjust invoices and receipts
- Create an overflow account

Sub-tabs

Field	Description
Details [CF5]	<p>Displays the main details for the Account, including the balance, Bad Debtor status, Billing and Contact Details, patient information (for patient accounts only), and Account Notes.</p> <p>This sub-tab is open by default when the Maintenance screen displays. The other three sub-tabs are relevant when viewing existing Accounts.</p>
All Inv/Rec [CF6]	<p>Displays a tabulated list of invoices and receipts that exist for the Account.</p>
Outst. Inv/Rec [CF7]	<p>Displays a tabulated list of all outstanding invoices and receipts for the Account.</p>
Patient Record Audit [SF8]	<p>Displays a tabulated list of the audited events relating to the Account, including the Time/Date for each event, User mnemonic and a description of the Event. This includes:</p> <ul style="list-style-type: none">• creation of invoices and receipts;• printing of invoices and receipts;• reversals; and• changes to Account details.



2.2.1 Account Maintenance – Details

The Details [CF5] sub-tab of Account Maintenance displays the main details for the Account, including the Balance, Bad Debtor status, Billing and Contact Details, Patient Information (for patient accounts only), and Account Notes.

This sub-tab is open by default when the Maintenance screen is displayed. The other three sub-tabs are relevant when viewing existing Accounts.

2.2.2 Create an Account

1. Access the Maintenance screen. The Details [CF5] sub-tab displays by default.
2. Enter the new Account Number via the **Account No.** field and press <Enter>.
 - **'New Account'** displays in orange text above the **Balance** field and the screen is ready for user input.
 - Should the user specify an Account Number that already exists (within the Area Health Service) the Maintenance screen is instead refreshed to display the details for that Account.
3. Populate the fields as desired.
 - Select the **Edit Contact/Billing Details [SF5]** function to edit the Contact Details, where they differ from the Billing Details.
 - Notes are added via the **Notes [F8]** function.
4. Select Save [F4] to create the Account and store the entered details.

2.2.3 View or Modify the Details for an Account

1. Access the Maintenance screen. The Details [CF5] sub-tab displays by default.
2. Specify an existing Account Number in the **Account No.** field and press <Enter>.
 - The Maintenance screen is refreshed to display the details for that Account.
 - The orange text 'Contact details' appears above the **Account No.** field when Contact Details exist for the Account in addition to the Billing Details; the Contact Details are accessible via the **Edit Contact/Billing Details [SF5]** function.
3. Update the fields as desired.
 - Invoke the **Edit Contact/Billing Details [SF5]** function to view/edit the Contact Details, where they differ from the Billing Details.
 - Notes are added via the **Notes [F8]** function.
 - Invoke the **Bad Debtor [F7]** function to flag the Account as a Bad Debtor (yes) or to revoke the Bad Debtor status for this Account (no).
 - It is important to note that changes to the Billing Details and Contact Details affect only the Account. These updates are never applied to the patient's UR/Admission record or the specimen registration details against the associated laboratory records.
4. Select Save [F4] to apply the changes, including updates to Notes.



Function Buttons

Field	Description
Bad Debtor [F7]	<p>Toggles the Bad Debtor flag for the Account (from 'no' to 'yes' and vice versa). The Bad Debtor field on screen is updated via this function.</p> <p>This flag is an indicator only and is not responsible for populating the Debtor Reports.</p> <p>Changes via this function do not require subsequent invocation of Save [F4] to be stored.</p>
Notes [F8]	<p>Opens the Account Notes dialog box to facilitate creation and modification of notes about the Account.</p> <p>The Account Notes are displayed in the lowermost grey panel on the Maintenance screen.</p> <p>Click OK [F4] to save the changes or Cancel [Esc] to discard any changes. Both selections dismiss the dialog box and return cursor focus to the main screen.</p>
Edit Contact/Billing Details [SF5]	<p>Toggles between the set of fields for the Account's Billing Details and Contact Details.</p> <p>The Contact Details are intended to capture secondary contact information, such as where the recipient's physical address differs from the postal address.</p> <p>The Billing Details are displayed by default when the Maintenance screen is loaded. Invoke this function to view and/or edit the Contact Details, and again to toggle back to the Billing Details.</p> <p>Click Save [F4] to commit any changes to these fields.</p> <p>The fields for Billing Details and Contact Details are:</p> <ul style="list-style-type: none">• Account Surname• Account Given• Address (two fields; first line and second line)• Suburb• Phone No• Alt. Phone No

Fields



Field	Description
Account No.	Enter a new or existing Account Number to create an Account or view/modify the details for an existing Account. When the Maintenance screen is accessed via another screen this field indicates the selected Account Number.
Balance	Indicates the Balance against the Account, in dollars and cents (non-editable). For newly created Accounts the opening balance is \$0.00.
Bad Debtor	Indicates whether the Account is identified as a Bad Debtor (yes/no). This value is toggled via the Bad Debtor [F7] function. The default is 'no'.
Billing Details / Contact Details	
Account Surname	The Surname in the Billing Details for the Account. Invoke the Edit Contact/Billing Details [SF5] function to view and/or edit the Contact Details , and again to toggle back to the Billing Details.
Account Given	The given/first name in the Billing Details for the Account. Invoke the Edit Contact/Billing Details [SF5] function to view and/or edit the Contact Details , and again to toggle back to the Billing Details.
Address	The first line of the address in the Billing Details for the Account. Invoke the Edit Contact/Billing Details [SF5] function to view and/or edit the Contact Details , and again to toggle back to the Billing Details.
Address	The second line of the address in the Billing Details for the Account. Invoke the Edit Contact/Billing Details [SF5] function to view and/or edit the Contact Details , and again to toggle back to the Billing Details.



Suburb	<p>The suburb in the Billing Details for the Account.</p> <p>Invoke the Edit Contact/Billing Details [SF5] function to view and/or edit the Contact Details, and again to toggle back to the Billing Details.</p> <p>Enter the first 3 or more characters of the Suburb name and press <Enter>.</p> <ul style="list-style-type: none">➤ When the user's entry is an exact match to a configured Suburb, the Suburb and Postcode fields are populated, and the cursor progresses to the Phone No field.➤ The Postcode Lookup Table opens to guide selection when the user's entry matches the first 3 or more characters of one or more configured Suburbs. The Lookup contains three columns: City / Suburb, State and Postcode and displays only the matching entries. Select an entry to populate the Suburb and Postcode fields accordingly.➤ The Message 'Postcode search string too short' is returned when too few characters are specified. The Message 'No postcode match for [suburb]' is returned when the user specifies a string that doesn't match any configured Suburbs, where [suburb] represents the string specified by the user. <p>Suburbs and Postcodes are configured via Administration > Postcodes. Refer to the Evolution vLab™ Administration Manual for more information.</p>
Postcode	<p>The postcode in the Billing Details for the Account. Refer to the Suburb field for more information.</p> <p>Invoke the Edit Contact/Billing Details [SF5] function to view and/or edit the Contact Details, and again to toggle back to the Billing Details.</p>
Phone No	<p>The primary phone number in the Billing Details for the Account.</p> <p>Invoke the Edit Contact/Billing Details [SF5] function to view and/or edit the Contact Details, and again to toggle back to the Billing Details.</p>
Alt. Phone No	<p>The alternate phone number in the Billing Details for the Account.</p> <p>Invoke the Edit Contact/Billing Details [SF5] function to view and/or edit the Contact Details, and again to toggle back to the Billing Details.</p>



Overflow A/C	<p>The Overflow Account Number.</p> <p>The overflow account is only used for Medclaims and Vetclaims accounts and specifies where monies that cannot be automatically receipted are allocated.</p>
Patient Surname	<p>Indicates the patient's Surname, for patient Accounts only; otherwise blank. Non-editable.</p>
Patient Given	<p>Indicates the patient's Given Name, for patient Accounts only; otherwise blank. Non-editable.</p>
Medicare No	<p>Indicates the Medicare Number, for patient Accounts only; otherwise blank. Non-editable.</p>
V/A No	<p>Indicates the Veterans' Affairs (DVA) Number, for patient Accounts only; otherwise blank. Non-editable.</p>
Insurance No	<p>Indicates the Health Fund Member Number, for patient Accounts only; otherwise blank. Non-editable.</p>
G/L Acct	<p>Enter the General Ledger Account Number in this field if it differs from the Evolution vLab™ Account Number. This value is output in the extract. When this field is left blank, Evolution vLab™ instead supplies its own Account Number.</p>
Pensioner	<p>Indicates whether the patient is designated as a Pensioner (yes/no), for patient Accounts only; otherwise blank. Non-editable.</p>
Account Type	<p>The Account Type for the Account (F1 Lookup available).</p> <p>Account Types are configured via Administration > Accounts > Account Types; refer to the Evolution vLab™ Administration Manual for more information.</p>
Deceased	<p>Enter (y)es or (n)o to specify the Deceased status of the Account. Default is 'no' (not Deceased).</p>
Active Date	<p>The date the Account becomes active. Specify the desired date in an appropriate format such as ddmmyyyy. Refer to the section Date and time/date formats in the Introduction for more information.</p>
Account Notes	<p>The Notes recorded against the Account, created and edited via the Notes [F8] function.</p>



2.2.4 All Invoices / Receipts

The All Inv/Rec [CF6] sub-tab tabulates the full list of invoices and receipts that exist for the Account in question. Refer to the **Enquiries** and **Account Maintenance – Details** sections for more information about accessing a particular Account.

This sub-tab includes all invoices (outstanding and paid) and all receipts, including those for which some or all funds remain unallocated.

From All Invoices / Receipts screen the user can perform several functions such as invoice reversal, write off, adjustments and placing an invoice on hold.

Function Buttons

Field	Description
Reverse Invoice [F5]	Reverse the selected Invoice. This function is applicable only when an Invoice is selected (highlighted) in the sub-table.
Adjustment [F6]	Apply an adjustment. This function is applicable only when an Invoice is selected (highlighted) in the sub-table.
Bad Debtor [F7]	<p>Toggles the Bad Debtor flag for the Account (from 'no' to 'yes' and vice versa). The Bad Debtor field on screen is edited via this function.</p> <p>This flag is an indicator only and is not responsible for populating the Debtor Reports.</p> <p>Changes via this function do not require subsequent invocation of Save [F4] to be stored.</p>
Date Range [F9]	<p>Filters the entries according to nominated Start and End Dates.</p> <ol style="list-style-type: none"> At the prompt <i>'Enter Start Date'</i> specify the desired date in an appropriate format such as ddmmyyy. Click OK [F4] to proceed or Cancel [Esc] to abort. At the prompt <i>'Enter End Date'</i> specify the desired date in an appropriate format such as ddmmyyy. Click OK [F4] to proceed or Cancel [Esc] to abort. <ul style="list-style-type: none"> ➤ Upon OK [F4] the tabulated data is filtered to display only the entries within the specified date range. <p>Refer to the section Date and time/date formats in the Introduction for more information.</p>



Claim Filter [SF5]	<p>Filters the entries according to a specified Claim Number.</p> <p>At the prompt 'Claim :.' specify the Claim Number. Click OK [F4] to proceed or Cancel [Esc] to abort.</p> <ul style="list-style-type: none"> ➤ Upon OK [F4] the tabulated data is filtered to display only the entries related to the specified Claim Number.
Write Off Invoice [SF6]	Write off the selected Invoice. This function is applicable only when an Invoice is selected (highlighted) in the sub-table.
Hold Invoice [SF9]	Apply a hold to the Invoice. This function is applicable only when an Invoice is selected (highlighted) in the sub-table.
Receipt Cancellation [CF8]	Cancel a receipt. This function is applicable only when a Receipt is selected (highlighted) in the sub-table.

Table columns

Field	Description
Inv/Rec No	Invoice or receipt number
Created	The creation date for the Invoice or receipt
Details	<p>Displays the details of the transaction. Invoices contain the prefix 'Inv' and receipts the prefix 'Rec', plus the Login Name for the user involved in its creation. Examples:</p> <p>Inv: smithj Rec: jonesa</p>
Amount	Amount of invoice or receipt
A/C Alloc	Amount Allocation on the transaction
Balance	Balance of transaction

Function Buttons

Function	Description	Available for
Reverse Invoice [F5]	Reverse an incorrectly billed invoice	Invoice



Adjustment [F6]	Allows the user to perform adjustments on an invoice or on a receipt.	Invoice
Write Off Invoice [SF6]	Write off incorrect invoices or unrecoverable debt	Invoice
Hold Invoice [SF9]	Place invoices on hold	Invoice
Unhold Invoice [SF9]	Unhold an invoice placed on hold	Invoice
Receipt Cancellation [CF8]	Cancels an issued receipt	Receipt

2.2.4.1 To View an Individual Invoice or Receipt

1. Select the required entry indicated with Inv in the details column.
2. Double-click or press <Enter>.
3. The Invoice/Receipt is displayed for this entry.

2.2.4.2 To View an Individual Receipt

1. Highlight the required Receipt Entry indicated with Rec in the details column.
2. Double click or press <Enter>.
3. The Receipt Entry screen is displayed for this Entry.

2.2.4.3 Reverse Invoice [F5]

Invoice reversal allows the billing properties to be adjusted and the items returned to the Consolidation Queue for re-invoicing. This facilitates correction of invoicing errors, such as when an individual is billed as a public rather than private patient.

1. Highlight the invoice to be reversed.
2. Select the Reverse Invoice [F5] function.
3. At the prompt *'Enter reason for reversal'* and specify the reason (free text entry) and click OK [F4] to proceed or Cancel [Esc] to abort the reversal.
4. At the prompt *'Enter category:'* to specify the appropriate Patient Category (F1 Lookup available) and click OK [F4] to proceed or Cancel [Esc] to abort the reversal.
5. At the prompt *'Enter Destination Account No (or blank for same account):'* to specify the appropriate Account Number. The field may be left blank when the Account



Number is to remain unchanged. Click OK [F4] to proceed or Cancel [Esc] to abort the reversal.

Specified Account already exists

6. At the prompt '*Account [Account Number] [Account Surname] Account OK (y/n)*' click Yes [Y] to confirm the Account details are correct, or No [N] to abort the reversal.

Specified Account does not yet exist

7. At the prompt '*Account [Account Number] doesn't exist, create account (y/n)?*' click Yes [Y] to create the Account and proceed with the reversal, or No [N] to abort. In the latter case, select OK [Enter] at the prompt '*Account does not exist*'.
8. Upon selection of Yes [Y] at step 6 or 7 (as appropriate), **Evolution vLab™** processes the reversal. The invoice is reversed, and its items are returned to the Consolidation Queue.
9. Select OK [Enter] at the prompt '*Reversal Complete*'. The user remains on the current screen.

The invoice is reversed, and the items are transferred back to the invoice in the Consolidation Queue. The Invoice Reversal Daysheet is also updated.

Note: An invoice is unable to be reversed if there are any items that have been written off, unless all the write offs are reversed.

Individual items can be reversed from public and Med / Vetclaims invoices. Available for Invoice entries only.

2.2.4.4 Adjustment Function

The adjustment functionality allows the user to perform adjustments on an invoice or on a receipt. An adjustment on the invoice is when the balance owed by the customer is altered, either in the favour of the customer or in favour of the service provider.

Adjustments in Favour of the Customer

The invoice is cancelled, e.g. On the Account Maintenance screen, an adjustment removes the total balance owing on an invoice. It is optional to enter a reference number and a comment.

A portion of the invoice is cancelled, e.g. On the Adhoc Invoice Entry screen, nominated amounts can be cancelled from item numbers of the invoice.

A refund, e.g. the money receipted is greater than the money owed by the customer and the difference is refunded to the customer. This is performed on the receipt Allocation screen.

An Adjustment in Favour of the Service Provider



Additional costs are added to the invoice, e.g. On the Adhoc Invoice Entry screen, the service provider can enter the item number and the additional costs associated. *See section on Adhoc Invoice Entry.*

To Adjust an Invoice for an Account

1. Highlight the invoice that you wish to adjust.
2. Select the Adjustment [F6] function button.
3. At the prompt: *“Enter Type of Adjustment”*, enter the Adjustment Type.
4. F1 Lookup is available for a list of configured adjustment types.
5. At the prompt: *“Enter reference number”*, enter the Reference Number.
6. This reference number can be a cheque or any other reference number. This field is optional.
7. At the prompt: *“Enter comment”*, enter the Comment. This field is optional.
8. The Account Balance reflects the amount of the Adjustment. The Adjustment Daysheet will be updated.

2.2.4.5 Bad Debtor Function

This function flags an account as a Bad Debtor. The action is an indicator only and does not populate the Bad Debtor lists.

To Flag / UnFlag an account as a Bad Debtor

1. Select the Bad Debtor [F7] function button.
2. The Bad Debtor field in account details will display “yes” if flagged as a bad debtor or “No” if the account is not flagged as a bad debtor.

2.2.4.6 Date Range Function

The date range function allows users to search for invoices and receipts within a certain date range for that account.

To Search for Invoice and Receipts in a certain Date Range

1. Select Date Range [F9] function button.
2. Via the prompt *“Enter Start Date”*, enter the required start date for the search (dd/mm/yyyy) and select OK or press <Enter> to continue or Cancel to abort the search.
3. Via the next prompt *“Enter End Date”*, enter the required end date for the search (dd/mm/yyyy) and select OK or press <Enter> to continue or Cancel to abort the search.
4. The list will populate with all the entries between these dates.



2.2.4.7 Claim Filter Function

Billing users can search for a claim number via the Account Maintenance, All Invoices/Receipts and Outstanding Invoices/Receipts screens.

To Search for a Claim Number

1. From the All Invoices/Receipts or Outstanding Invoices/Receipts screens, a user can select the Claim Filter function button or press [SF5].
2. Enter the Claim number via the prompt "Claim".
3. Select OK or press <Enter> to search or Cancel to cancel.
4. All Invoices/Receipts which contain the claim number will be displayed.

Note: The system will also list all the entries where the claim number is found. If there is more than one receipt that match the claim number, the system will show all matching entries.

2.2.4.8 Write Off Invoices Function

Invoices can be written off if an error has been made or if the patient has underpaid and the debt will not be recovered. The write off invoice function allows the user to choose a type of write off (Adjustment or Bad Debt) and enter a reason for the write off.

To Write Off an Invoice

1. Highlight the invoice that is required to be written off.
2. Select the Write Off Invoice [SF6] function button.
3. Via the prompt "Enter Type of Write Off (A/B)", enter the write off type:
A Adjustment
B Bad Debt
4. Select OK or press <Enter> to continue or Cancel to Cancel.
5. Enter a reason for the invoice write off in the prompt box "Enter reason". Select OK or press <Enter> to continue or Cancel to Cancel.
6. Select OK or press <Enter> in the pop-up box "Write Off Completed".

Note: The invoice is written off and the balance is adjusted accordingly. The Write off Daysheet, Summary Daysheet & Monthly Report will be updated. This information is also displayed in the Daily Transaction Audit immediately. Available for Invoice entries only.

2.2.4.9 Hold / Unhold Invoice Function

An invoice may be placed on hold to prevent reminder notices from being printed and sent out to a patient. This may be required if a patient disputes the amount on an invoice and the invoice needs to be investigated. All other functions on the invoice and account will continue to operate as normal.

An invoice placed on hold can be reinstated using the Unhold [SF9] function.



To Hold an Invoice

1. Highlight the required invoice.
2. Select the Hold Invoice [SF9] function button.
3. The invoice is put on hold. Via the details column, HOLD displays adjacent the entry.

Note: The invoice is displayed on the Invoice Hold List in the Financial Reports menu.

To Unhold an Invoice

1. Highlight the invoice that is required to be unheld.
2. Select the Unhold Invoice [SF9] function button.
3. The invoice is taken off hold. Via the details column, HOLD is removed from the entry.

Note: The invoice is removed from the Invoice Hold List in the Financial Reports menu.

2.2.4.10 Receipt Cancellation Function

The receipt cancellation function enables a receipt to be cancelled when there is a dishonoured cheque, an erroneous posting or for any other reason.

For a reason other than if it is a dishonoured cheque or an erroneous posting, the reason must be entered as text. If it is a dishonoured cheque the user will have the option to enter a dishonour fee if required. Partial receipt cancellations are not allowed. The whole receipt must be cancelled and created new, where appropriate.

To Cancel a Receipt

1. Highlight the receipt that is required to be cancelled.
2. Select the Receipt Cancellation [CF8] function button.
3. Via the prompt *“Enter cancellation type (D/E/O):”*, enter the cancellation type:
 - D** Dishonoured cheque
 - E** Erroneous posting
 - O** Other

Cancellation type “D”

1. At the prompt *“Is there a dishonour fee (y/n)”*, click (Y)es to enter a fee or (N)o to continue.
2. Via the prompt *“Enter fee”*, enter a fee (XX.xx). Select OK or press <Enter> to continue or Cancel.
3. Select OK or press <Enter> at the prompt *“Receipt Cancelled”*.
4. Details column for that entry will display *“Dishonoured cheque”*.

Cancellation type “E”



1. Pop up message displays: *“Receipt cancelled”*. Select OK or press <Enter> to continue.
2. The details column for that entry will display *“Erroneous Posting”*.

Cancellation type “O”

1. At the prompt: *“Enter reason for cancelling receipt”*, enter a reason for cancellation.
2. Select OK or press <Enter> to continue or Cancel to Cancel.
3. A pop message displays *“Receipt Cancelled”* select OK or press <Enter> to continue.
4. The details column for that entry will display *“Other Cancel”*.

Note: The amounts will display via the Receipt Reversal Daysheet.

The receipt cancellation transaction details will be displayed when the user selects the invoice and drills down further.

2.3 Invoice Details

Displays the details of a selected invoice.

2.3.1 To View the Transactions via an Invoice (Invoice Entry Screen)

1. Highlight the required invoice entry.
2. Double-click or press <Enter>.
3. The Invoice Entry screen is displayed. This screen displays all the invoice transactions for the selected invoice.

Function Buttons

Function	Description
Reverse [F5]	Reverse a write off

2.3.2 To Reverse a Writeoff

1. Highlight the required entry indicated by a W/O via the description column.
2. Select the Reverse [F5] function button.
3. Via the prompt *“Enter Amount to reverse”*, enter the amount to be reversed.
4. Select OK or press <Enter> to continue or Cancel to cancel reversal.
5. Where part of the total amount is entered, the message *“Reversed all but \$X.xx of requested amount”* is displayed.
6. Where the total amount is entered, the message *“Reversal completed”* is displayed.
7. Select OK or press <Enter> to continue.



2.4 Invoice Transactions

Invoice transaction details and notes may be accessed by double clicking or pressing <Enter> on the selected invoice. The Adhoc Invoice Entry screen is displayed.

Table columns

Field	Description
Transaction No	Transaction number
Service Date	Date the services were provided for each item.
Patient Name	Patient Name associated with invoice transaction
UR No	Ur No. associated with invoice transaction
Details	Details of the invoice transaction
Item No	Medicare Benefit Schedule Item Number
SCP	Specimen Collection Point
Amount	Amount of invoice transaction
Balance	Balance of transaction

Function Buttons

Function	Description
Reverse [F5]	Reverse a write off a transaction amount
Adjustment [F6]	Alter balance of a transaction in favor of customer or service provider
Write Off Amount [SF6]	Write off part or complete transaction amount
Reception [SF10]	Access the Specimen Reception screen for the Lab No. associated with the transaction.



2.4.1 To View the Transaction Details

1. Highlight the required entry.
2. Double-click or press <Enter>.

2.4.2 Reverse Invoice Transaction Write Off Function

A patient may not initially pay the full amount of an invoice but may decide to pay the remaining amount after a write off is performed. The write off can be reversed to restore the outstanding balance on the invoice so that it can be receipted.

2.4.3 To Reverse an Invoice Write Off Transaction

1. Highlight the Written Off Invoice transaction that is required to be reversed indicated by "Inv W/O" in the details column.
2. Select the Reverse [F5] function button.
3. Via the prompt "*Enter reason for reversal*", enter a reason for the reversal.
4. At the prompt "*OK to do reversal (y/n)?*", select OK or press <Enter> to continue or select No to cancel.

2.4.4 Invoice Transaction Adjustment Function

The adjustment functionality allows the user to perform adjustments for a transaction. An adjustment for a transaction may be required when a refund is owed to the customer.

2.4.5 To Adjust an Invoice Transaction

1. Highlight the required transaction that needs to be adjusted.
2. Select the Adjustment [F6] function button.
3. Via the prompt "*Enter Type of adjustment:*", enter the mnemonic for the adjustment type required or use F1 Lookup.
4. Select OK to continue or Cancel to abort.
5. At the prompt "*Enter Amount to adjust*", enter the amount required for refund.
6. Select OK to continue or Cancel to abort.
7. Via the prompt "*Enter reference number*", enter a reference number for the refund.
8. Select OK to continue or Cancel to abort.
9. Via the prompt "*Enter reason for adjustment*", enter a reason for the refund.
 - a. Select OK to continue or Cancel to abort.
 - b. The adjustment will be displayed in the Invoice Transactions list.

2.4.6 Invoice Transaction Write Off Function

Individual Invoice transactions can be written off if an error has been made or if the patient has underpaid and the debt will not be recovered.



The write off invoice function allows the user to choose a type of write off (Adjustment or Bad Debt) and enter a reason for the write off.

2.4.7 To Write Off an Invoice Transaction

1. Highlight the required transaction.
2. Select the Write Off [SF6] function button.
3. Enter the type of Write Off in the prompt box *“Enter Type of Write Off (A/B)”*:
 - A** Adjustment
 - B** Bad Debt
4. Select OK or press <Enter> to continue or Cancel to abort.
5. Via the prompt *“Enter Amount to Write Off”*, enter the dollar amount to be written off.
6. Select OK to continue or press <Enter> or Cancel to abort.
7. Via the prompt *“Enter Reason for Write Off”*, enter the reason for the write off.
8. Select OK to continue or press <Enter> or Cancel to abort.

The Write Off will be displayed in the Invoice Transactions list and indicated as “Inv W/O” in the details column.

2.4.8 To Access Reception

1. Highlight the required Invoice.
2. Select the Reception [SF10] function button.
3. The Specimen Reception screen is displayed.
4. To return to the Adhoc Invoice Entry screen, select the Back icon.

2.4.9 To Access Request Form Image

1. Via the Specimen Reception screen, select the Request Form Image tab or press [Insert].
2. If an image is present for this request, it is displayed via the Request Forms screen.
3. To return to the Adhoc Invoice Entry screen, select the Back icon.

2.5 Transaction Details

This screen displays the details of the transaction selected from the Adhoc Invoice Entry – Details screen.

Transaction Details Table



Field	Description
Trans No.	Transaction Number in the format yy.mmm.nnnn for example 12.Sep.2187
Type	Type of Transaction for example Invoice
Reference	Reference number of transaction in the format yy.mmm.nnnn
Description	Description of the transaction
Amount	Amount of the transaction
Patient Urno	Ur Number of the patient
Schedule Item	Items schedule number
Request Date	Request date of transaction
Account No.	Account number transaction is associated with
Name	Name of account Holder
Created Date	Date Invoice was created
User	Username of invoice creator
Service Date	Service date of the test requests
SCP	Specimen Collection Point
Status	Status of Invoice
Pathologist	Billing provider associated with the invoice
Doctor	Doctor requesting tests

Table columns

Field	Description
Lab Number	Lab number associated with transaction
Request	Requests on the lab number for the transaction



Doctor	Doctor associated with the transaction (if provided)
Category	Category of Account
Requested	Date of transaction request
Admission	Admission date of patient
Discharge	Discharge date of patient

2.5.1 To Display the Debtor Transaction Details of a Transaction

1. Highlight the required entry.
2. Double-click or press <Enter>.
3. The 'Transaction Details' screen is displayed.

Function Buttons

Function	Description
Create [F6]	Create a Transaction

2.5.2 To Create / Modify a Transaction

1. Select the Create [F6] function button.
2. The transaction details are populated via the applicable fields.
3. Enter the Lab Number associated with the transaction and patient in the Lab Number field.
4. Enter the Request ordered for the lab number. F1 Lookup available.
5. Select the Save [F4] icon.
6. The new transaction is displayed via the Transaction Details table.

2.6 Debtor Transaction Details

This screen displays details of a transaction.

Debtor Transaction Details Table



Field	Description
Trans No.	Transaction Number in the format yy.mmm.nnnn for example 12.Sep.2187
Type	Type of Transaction for example Invoice
Reference	Reference number of transaction in the format yy.mmm.nnnn
Description	Description of the transaction
Amount	Amount of the transaction
Patient Urno	Ur Number of the patient
Schedule Item	Items schedule number
Request Date	Request date of transaction
Account No.	Account number transaction is associated with
Name	Name of account Holder
Created Date	Date Invoice was created
User	Username of invoice creator
Service Date	Service date of the test requests
SCP	Specimen Collection Point
Status	Status of Invoice
Pathologist	Billing provider associated with the invoice
Doctor	Doctor requesting tests
Lab Number	Lab number associated with the transaction
Request	Test request



2.7 Adhoc Invoice Entry – Notes

This screen displays the notes associated with the Invoice.

2.8 Receipt Details

This screen displays the Receipt Details for a selected Receipt entry from the previous All Invoice / Receipts screen.

Notes and allocation of the receipt can be performed from this screen.

2.8.1 To View the Receipt Details

To view the receipt details, select the Rec: entry. The Receipt Entry screen is displayed.

2.8.2 To View the Receipt

To view the receipt, select the View Receipt [F5] function button.

Details of Receipt

Field	Description
Receipt No.	Receipt Number
No. Items	Number of items on the Receipt
Modified	Date receipt was modified and the user
Total Payment	Total amount of Receipt.
Acc Allocation	Amount of Allocated to the account
Balance	Balance of Receipt

Table columns

Field	Description
Item	Item No.
Pay Type	Type of Payment made
Payment Details	Payment Payer
Amount	Amount paid



Function Buttons

Function	Description
View Receipt [F5]	View the receipt details
Edit Notes [F7]	Adds / Edits notes on the Receipt
Allocate [F8]	Accesses the Receipt Allocation screen

2.8.3 To Edit Notes

1. Select the Edit Notes [F7] function button.
2. The 'Receipt Notes' dialog is displayed and if previous notes have been entered, these will also be viewable.
3. Enter new or edit existing notes.
4. Select OK to save notes or select Cancel to cancel action.
5. The notes are saved via the receipt notes, with the **Notes** label displayed in orange above the Receipt details box.

2.8.4 To Allocate the Receipt

1. Select the Allocate [F8] function button.
2. The Receipt Allocation screen is displayed.

2.9 Outstanding Invoices/Receipts

This screen displays a list of all Outstanding Invoices and their associated receipts, which remain unallocated in part or in whole on the account. The user can perform the same functions which are available from the All Inv/Rec tab such as reversal, write off, adjustments and placing an invoice on hold.

Note: Only a write-off transaction can be reversed. If the user wishes to write off only a part of an item, the user needs to press enter to display the invoice line items. From this screen the write off function key will display *"Write off amount"* instead of *"Write off invoice"*. The user can then follow the prompts and write off amounts from each item.

2.9.1 To View all Outstanding Invoices / Receipts

1. Enter the required Account Number in the details tab.
2. Press <Enter> to load account details.
3. Select the Outst. Inv/Rec [CF7] tab.
4. All outstanding invoices are displayed.



2.9.1.1 To View an Individual Invoice

1. Highlight the required Invoice No. indicated with an 'Inv' via the details column.
2. Double-click or press <Enter>. This will show the invoice amount and any payments / write-offs / adjustments made against that invoice.
3. Highlight the invoice the user wishes to view, and press Enter to view the Invoice Transactions screen.
4. This screen displays the details of the individual invoice.
5. Highlight an invoice and press Enter to view the Transaction Details screen.

If it is an invoice entry, the Invoice Transactions screen is displayed. If it is a receipt entry, the Receipt Entry screen is displayed.

Table columns

Field	Description
Inv/Rec No	Invoice or receipt number
Created	Creation date of the Invoice or receipt
Details	Displays the details of the transaction for example Inv for Invoice or Rec for Receipt and the user
Amount	Amount of invoice or receipt
A/C Alloc	Amount Allocation on the transaction
Balance	Balance of transaction

Function Buttons

Function	Description	Available for
Reverse Invoice [F5]	Reverse an incorrectly billed invoice	Invoice
Adjustment [F6]	Allows the user to perform adjustments on an invoice or on a receipt.	Invoice
Bad Debtor [F7]	Flags Bad Debtor field	Invoice / Receipt
Date Range [F9]	Search Invoices/ Receipts by date range.	Invoice / Receipt



	Start (dd/mm/yyyy) – End (dd/mm/yyyy)	
Claim Filter [SF5]	Search for claim number	Invoice / Receipt
Write Off Invoice [SF6]	Write off incorrect invoices or unrecoverable debt	Invoice
Hold Invoice [SF9]	Place invoices on hold	Invoice
Unhold Invoice [SF9]	Unhold an invoice placed on hold	Invoice

2.9.2 Reverse Invoice Function

If a patient has been billed incorrectly, the invoice can be reversed, and the items can be put back to the Consolidation Queue so that details can be changed. For example, a patient has been billed as a public patient but should have been billed as a private patient.

2.9.2.1 To Reverse an Invoice

1. Highlight the invoice that is required to be reversed.
2. Select the Reverse Invoice [F5] function button.
3. At the prompt *“Enter reason for reversal”*, enter a reason for invoice reversal.
4. Select OK or press <Enter> to continue or Cancel the entry of a reason.
5. At the prompt *“Enter a Destination Account No (or blank for same account):”*, enter a reason.

If same account

1. At the prompt *“Enter category:”*, enter the Billing Category. F1 Lookup is available.
2. At the prompt *“Enter Destination Account No (or blank for same account):”*, click OK
3. Select (Y)es at the prompt *“Account XXXX Account OK (y/n)”* to continue or (N)o to cancel.
4. Select OK via the prompt *“Reversal Complete”* to continue.

If different destination account

1. At the prompt *“Enter category:”*, enter the Billing Category. F1 Lookup is available.
2. At the prompt *“Enter Destination Account No (or blank for same account):”*, enter the destination account number.
3. Select OK to continue or Cancel to use default account.



4. Select (Y)es at the prompt *"Account XXXX Account OK (y/n)"* to continue or (N)o to cancel.
5. Select OK via the prompt *"Reversal Complete"* to continue.

If Account does exist

1. Select (Y)es at the prompt *"Account XXXX Account OK (y/n)"* to continue or (N)o to cancel.

If Account does NOT exist

1. Select (Y)es at the prompt *"Account XXXX doesn't exist, create account (y/n)?"* to continue or (N)o to cancel.
2. Select OK in the prompt box *"Reversal Complete"* to continue.

The invoice is reversed and the items are transferred back to the invoice in the Consolidation Queue. The Invoice Reversal Daysheet is also updated.

Note: An invoice is unable to be reversed if there are any items that have been written off, unless all write offs are reversed.

Individual items are able to be reversed from public and Med / Vetclaims invoices.

Available for Invoice entries only.

2.9.3 Adjustment Function

The adjustment functionality allows the user to perform adjustments on an invoice or on a receipt. An adjustment on the invoice is when the balance owed by the customer is altered, either in the favour of the customer or in favour of the service provider.

2.9.3.1 Adjustments in Favour of the Customer

The invoice is cancelled, e.g. On the Account Maintenance screen, an adjustment removes the total balance owing on an invoice. It is optional to enter a reference number and a comment.

A portion of the invoice is cancelled, e.g. on the Adhoc Invoice Entry screen, nominated amounts can be cancelled from item numbers of the invoice.

A refund, e.g. the money receipted is greater than the money owed by the customer and the difference is refunded to the customer. This is performed on the receipt Allocation screen.

2.9.3.2 An Adjustment in Favour of the Service Provider

Additional costs are added to the invoice, e.g. On the Adhoc Invoice Entry screen, the service provider can enter the item number and the additional costs associated. *See section on Adhoc Invoice Entry.*

Note: Available for Invoice entries only.



2.9.3.3 To Adjust an Invoice for an Account

1. Highlight the invoice that you wish to adjust.
2. Select the Adjustment [F6] function button.
3. At the prompt: *“Enter adjustment type”*, enter the Adjustment Type.
4. F1 Lookup available for a list of configured adjustment types.
5. At the prompt: *“Enter reference number”*, enter the Reference Number.
6. This reference number can be a cheque or any other reference number. This field is optional.
7. At the prompt: *“Enter comment”*, enter the Comment. This field is optional.
8. The entries balance reflects the amount of the Adjustment. The Adjustment Daysheet will be updated.

2.9.4 Bad Debtor Function

This function flags an account as a Bad Debtor. The action is an indicator only and does not populate the Bad Debtor lists.

2.9.4.1 To Flag / UnFlag an Account as a Bad Debtor

1. Select the Bad Debtor [F7] function button.
2. The Bad Debtor field in account details will display “yes” if flagged as a bad debtor or “No” if the account is not flagged as a bad debtor.

2.9.5 Date Range Function

The date range function allows users to search for invoices and receipts within a certain date range for that account.

2.9.5.1 To Search for Invoice and Receipts in a certain Date Range

1. Select Date Range [F9] function button.
2. At the prompt *“Enter Start Date”* enter the required start date for the search (dd/mm/yyyy) and select OK or press <Enter> to continue or Cancel to abort the search.
3. At the next prompt *“Enter End Date”* enter the required end date for the search (dd/mm/yyyy) and select OK or press <Enter> to continue or Cancel to abort the search.
4. The list will populate with all the entries between these dates.

2.9.6 Claim Filter Function

Billing users can search for a claim number on the Account Maintenance, All Invoices/Receipts and Outstanding Invoices/Receipts screens.



2.9.6.1 To Search for a Claim Number

1. From the All Invoices/Receipts or Outstanding Invoices/Receipts screens a user can select the Claim Filter [SF5] function button.
2. Enter the Claim number via the "Claim" prompt.
3. Select OK or press <Enter> to search or Cancel to cancel.
4. All Invoices/Receipts which contain the claim number will be displayed.

Note: The system will also list all the entries where the claim number is found. If there is more than one receipt that match the claim number, the system will show all of the matching entries.

2.9.7 Write Off Invoices Function

Invoices can be written off if an error has been made or if the patient has underpaid and the debt will not be recovered. The write off invoice function allows the user to choose a type of write off (Adjustment or Bad Debt) and enter a reason for the write off.

2.9.7.1 To Write Off an Invoice

1. Highlight the invoice that is required to be written off.
2. Select Write Off Invoice [SF6] function button.
3. At the prompt "Enter Type of Write Off (A/B)", enter the write off type:
A Adjustment
B Bad Debt
4. Select OK or press <Enter> to continue or Cancel to Cancel.
5. Enter a reason for the invoice write off at the prompt "Enter reason" prompt. Select OK or press <Enter> to continue or Cancel to Cancel.
6. Select OK or press <Enter> where "Write Off Completed" is displayed.

Note: The invoice is written off and the balance is adjusted accordingly. The Write off Daysheet, Summary Daysheet & Monthly Report will be updated. This information is also displayed in the Daily Transaction Audit immediately. Available for Invoice entries only.

2.9.8 Hold / Unhold Invoice Function

An invoice may be placed on hold to prevent reminder notices from being printed and sent out to a patient. This may be required if a patient disputes the amount on an invoice and the invoice needs to be investigated. All other functions on the invoice and account will continue to operate as normal.

An invoice placed on hold can be reinstated using the Unhold function.

2.9.8.1 To Hold an Invoice

1. Highlight the required invoice.



2. Select the Hold Invoice [SF9] function button.
3. The invoice is put on hold. Via the details column, HOLD is placed adjacent the entry.

Note: The invoice is displayed on the Invoice Hold List in the Financial Reports menu.

2.9.8.2 To UnHold an Invoice

1. Highlight the invoice that is required to be unheld.
2. Select the Unhold Invoice [SF9] function button.
3. The invoice is taken off hold. Via the details column, HOLD is removed from the entry.

Note: The invoice is removed from the Invoice Hold List in the Financial Reports menu.

2.9.9 Outstanding Invoices/Receipts (Invoice Details)

Displays the details of a required invoice and their associated receipts, which remain unallocated in part or in whole on the account.

2.9.9.1 To view the Transactions on an Invoice (Invoice Entry Screen)

1. Highlight the required invoice entry.
2. Double-click or press <Enter>.

This screen displays all the transactions for the selected invoice and their associated receipts, which remain unallocated in part or in whole on the account.

Function Buttons

Function	Description
Reverse [F5]	Reverse a write Off

2.9.9.2 To Reverse a Writeoff

1. Highlight the required entry indicated by a W/O via the description column.
2. Select the Reverse [F5] function button.
3. Via the prompt “Enter Amount to reverse”, enter the amount to be reversed.
4. Select OK or press <Enter> to continue or Cancel to cancel reversal.
5. Where part of the total amount is entered, the message “Reversed all but \$X.xx of requested amount” is displayed.
6. Where the total amount is entered, the message “Reversal completed” is displayed.
7. Select OK or press <Enter> to continue.



2.10 Invoice Transactions

Invoice transaction details and notes may be accessed by double clicking or pressing <Enter> on the selected invoice. The Adhoc Invoice Entry screen is displayed.

Table columns

Field	Description
Transaction No	Transaction number
Service Date	Date the services were provided for each item.
Patient Name	Patient Name associated with invoice transaction
UR No.	Ur No. associated with invoice transaction
Details	Details of the invoice transaction
Item No	Medicare Benefit Schedule Item Number
SCP	Specimen Collection Point
Amount	Amount of invoice transaction
Balance	Balance of transaction

Function Buttons

Function	Description
Reverse [F5]	Reverse an Invoice
Adjustment [F6]	Adjust an Invoice
Write Off Amount [SF6]	Write off an Invoice
Reception[Sf10]	Go to reception screen of Transaction
Request Form Image [INSERT]	View request from Image of Transaction



2.10.1 To view a Transaction Detail

1. Highlight the required entry.
2. Double-click or press <Enter>.

2.10.2 Reverse Invoice Transaction Write Off Function

A patient may not initially pay the full amount of an invoice but may decide to pay the remaining amount after a write off is performed. The write off can be reversed to restore the outstanding balance on the invoice so that it can be receipted.

2.10.2.1 To Reverse an Invoice Write Off Transaction

1. Highlight the Written Off Invoice transaction that is required to be reversed indicated by "Inv W/O" in the details column.
2. Select the Reverse [F5] function button.
3. At the prompt "*Enter reason for reversal*", enter a reason for the reversal.
4. Select OK or press <Enter> to continue or Cancel to cancel.

2.10.3 Adjustment Invoice Transaction Function

The adjustment functionality allows the user to perform adjustments on a transaction. An adjustment on the transaction may be required when a refund is owed to the customer on a transaction.

2.10.3.1 To Adjust an Invoice Transaction

1. Highlight the required transaction that needs to be adjusted.
2. Select the Adjustment [F6] function button.
3. At the prompt "*Enter Type of adjustment:*", enter the mnemonic for the adjustment type required or use F1 Lookup.
4. Select OK to continue or Cancel to abort.
5. At the prompt "*Enter Amount to adjust*", enter the amount required for refund.
6. Select OK to continue or Cancel to abort.
7. At the prompt "*Enter reference number*", enter a reference number for the refund.
8. Select OK to continue or Cancel to abort.
9. At the prompt "*Enter reason for adjustment*", enter a reason for the refund.
 - a. Select OK to continue or Cancel to abort.
 - b. The adjustment will be displayed in the Invoice Transactions list.

2.10.4 Invoice Write Off Transaction Function

Individual Invoice transactions can be written off if an error has been made or if the patient has underpaid and the debt will not be recovered. The write off invoice function allows the



user to choose a type of write off (Adjustment or Bad Debt) and enter a reason for the write off.

2.10.4.1 To Write Off an Invoice Transaction

1. Highlight the required transaction.
2. Select the Write Off [SF6] function button.
3. Via the prompt *“Enter Type of Write Off (A/B):”*, enter the type of Write Off.
 - A Adjustment
 - B Bad Debt
4. Select OK or press <Enter> to continue or Cancel to abort.
5. At the prompt *“Enter Amount to Write Off”*, enter the Dollar amount to be written off.
6. Select OK to continue or press <Enter> or Cancel to abort.
7. At the prompt *“Enter Reason for Write Off”*, enter the reason for the write off.
8. Select OK to continue or press <Enter> or Cancel to abort.

The Write Off will be displayed in the Invoice Transactions list and indicated as “Inv W/O” in the details column.

2.10.5 To Access Reception

1. Highlight the required Invoice.
2. Select the Reception [SF10] function button.
3. The Specimen Reception screen is displayed.
4. To return to the Adhoc Invoice Entry screen, select the Back icon.

2.10.6 To Access Request Form Image

1. Via the Specimen Reception screen, select the Request Form Image tab or press [Insert].
2. If an image is present for this request, it is displayed via the Request Forms screen.
3. To return to the Adhoc Invoice Entry screen, select the Back icon.

2.11 Transaction Details

This screen displays the details of the transaction selected from the adhoc invoice entry – details screen.



Transaction Detail Table

Field	Description
Trans No.	Transaction Number in the format yy.mmm.nnnn for example 12.Sep.2187
Type	Type of Transaction for example Invoice
Reference	Reference number of transaction in the format yy.mmm.nnnn
Description	Description of the transaction
Amount	Amount of the transaction
Patient Urno	Ur Number of the patient
Schedule Item	Items schedule number
Request Date	Request date of transaction
Account No.	Account number transaction is associated with
Name	Name of account Holder
Created Date	Date Invoice was created
User	Username of invoice creator
Service Date	Service date of the test requests
SCP	Specimen Collection Point
Status	Status of Invoice
Pathologist	Billing provider associated with the invoice
Doctor	Doctor requesting tests

Table columns

Field	Description
Lab No	Lab number associated with transaction.



Request	Requests on the lab number for the transaction.
Doctor	Doctor associated with the transaction (if provided)
Category	Category of Account
Requested	Date of transaction request
Admission	Admission date of patient
Discharge	Discharge date of patient

2.11.1 To Display the Debtor Transaction Details of a Transaction

1. Highlight the required entry.
2. Double-click or press <Enter>.
3. The transaction debtor screen is displayed.

Function Buttons

Function	Description
Create [F6]	Create a Transaction

2.11.2 To Create / Modify a Transaction

1. Select the Create [F6] function.
2. The transaction details are populated via the applicable fields.
3. Enter the Lab Number associated with the transaction and patient in the Lab Number field.
4. Enter the request ordered on this lab number. F1 Lookup available.
5. Enter the Description for the transaction.
6. Select the Save [F4] icon.
7. The new transaction is displayed via the Transaction Details table.

2.12 Debtor Transaction Details

This screen displays details of transaction.

Debtor Transaction Detail Table



Field	Description
Trans No.	Transaction Number in the format yy.mmm.nnnn for example 12.Sep.2187
Type	Type of Transaction for example Invoice
Reference	Reference number of transaction in the format yy.mmm.nnnn
Description	Description of the transaction
Amount	Amount of the transaction
Patient Urno	Ur Number of the patient
Schedule Item	Items schedule number
Request Date	Request date of transaction
Account No.	Account number transaction is associated with
Name	Name of account Holder
Created Date	Date Invoice was created
User	Username of invoice creator
Service Date	Service date of the test requests
SCP	Specimen Collection Point
Status	Status of Invoice
Pathologist	Billing provider associated with the invoice
Doctor	Doctor requesting tests
Lab Number	Lab number associated with the transaction
Request	Test request

2.13 Adhoc Invoice Entry Notes

This screen displays the notes associated with the Invoice.



2.14 Receipt Details

This screen displays Receipt Details for a selected Receipt entry from the previous Outstanding Invoice / Receipts screen. Notes and allocation of the receipt can be performed from this screen.

2.14.1 To View the Receipt Details

Select a receipt entry from the Outstanding Invoices/receipts screen and double click or press Enter.

2.14.2 To View the Receipt

To view the receipt, select the View Receipt [F5] tab.

Receipt Detail Table

Field	Description
Receipt No.	Receipt Number
No. Items	Number of items on the Receipt
Modified	Date receipt was modified and the user
Total Payment	Total amount of Receipt
Acc Allocation	Amount of Allocated to the account
Balance	Balance of Receipt

Receipt Items Table

Field	Description
Item	Item No.
Pay Type	Type of Payment made
Payment Details	Payment Payer
Amount	Amount paid

Function Buttons

Function	Description
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View Receipt [F5]	View the receipt details
Edit Notes [F7]	Adds / Edits notes on the Receipt
Allocate [F8]	Accesses the Receipt Allocation screen

2.14.3 To Edit Notes

1. Select the Edit Notes [F7] function button.
2. The 'Receipt Notes' dialog is displayed and if previous notes have been entered, these will also be viewable.
3. Enter new or edit existing notes.
4. Select OK to save notes or select Cancel to cancel action.
5. The notes are saved via the receipt notes, with the **Notes** label displayed in orange above the Receipt details box.

2.14.4 To Allocate the Receipt

1. Select the Allocate [F8] function button.
2. The Receipt Allocation screen is displayed.

2.15 Patient Record Audit

The audit function enables the user to view a record of any user modifications that have been made against an account. The user is also able to manually insert an audit message.

2.15.1 To View an Account Audit Trail

1. Enter the required account via the Details screen.
2. Select the Patient Record Audit [SF8] tab.
3. The account details are displayed via the top of the screen and the audit events via the lower part of the screen.

Table columns

Field	Description
Time / Date	Time and date of the audit event
User	Username of audit entry creator
Event	Event that created an audit entry



Functions Buttons

Function	Description
Insert Audit Entry [SF7]	Manual insertion of an audit entry

2.15.2 To Insert an Audit Entry

1. Select the Insert Audit Entry [SF7] function button.
2. At the prompt *“Edit audit message”*, enter an audit message.
3. Select OK or press <Enter> to save the message or Cancel to cancel action.
4. The new event is displayed via the audit events table.

2.16 Outstanding Adjustments

Adjustments must be approved before the adjustment is recorded in the system. The Outstanding Adjustments screen lists the Adjustments that have been requested but not yet approved.

Table columns

Column	Description
Account	Account No for the adjustment
Receipt	Receipt No. for the adjustment
Transaction	Transaction No. associated with the adjustment
Created	Creation date of adjustment request
Reason	Reason for the adjustment request
User	The user who requested the adjustment
Amount	The amount of the adjustment
Cheque	Cheque No. of the adjustment

Function Buttons

Function	Description
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Accept [F5]	Confirms the adjustment.
Allocate To Account [F6]	Enables user to select the account the adjustment is being made against.
Allocate To Invoice [F7]	Enables user to select the invoice the adjustment is being made against.
Filter [F8]	Prompts for adjustment type and filters on the selected type
Enter Cheque No [SF7]	Enables the cheque number to be changed. The new number will appear in the "cheque" column.

2.16.1 To Accept Outstanding Adjustments

1. Identify the entry to be accepted.
2. Select the Accept [F5] function button
3. At the prompt "*Enter cheque no*", enter a valid cheque number.
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. The outstanding adjustment will be accepted in the account and invoice.

2.16.2 To Allocate an Adjustment to an Account

1. Identify the entry to allocate to an account.
2. Select the Allocate to Account [F6] function button.
3. At the prompt "*Enter reason*", enter a reason to allocate the adjustment.
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. At the prompt "*Enter Account*", enter a valid account number to allocate the adjustment.
6. Select OK or press <Enter> to continue or Cancel to cancel action.
7. The allocated adjustment is removed from the list and placed via the allocated accounts list.

2.16.3 To Allocate an Adjustment to an Invoice

1. Identify the entry to allocate to an invoice.
2. Select the Allocate to Invoice [F7] function button.
3. The Receipt Allocation screen is displayed.
4. Select the Select Invoice [F6] function button.
5. At the prompt "*Enter Invoice No.*", enter a valid invoice number and select OK or press <Enter> to allocate the adjustment to the required invoice.
6. The adjustment is now allocated to the required invoice.



Note: Refer to the section on Receipt Allocation for further information adjustments.

2.16.4 To Filter Adjustment List

1. Select the Filter [F8] function button.
2. At the prompt *“Enter adjustment type:”*, enter the mnemonic for the required adjustment type. F1 Lookup available.
3. Double-click the *“select adjustment type”*, select OK or press <Enter> to continue. Cancel will cancel the action.
4. The filtered adjustment list will be displayed.

2.16.5 To Enter Cheque No. for an Adjustment

1. Highlight the required adjustment to allocate a Cheque No.
2. Select Enter Cheque No [SF7] function button.
3. At the prompt *“Enter cheque no:”*, enter a valid cheque number.
4. The selected entry is updated with the new Cheque number displaying via the Cheque column.

2.17 Outstanding Write Offs

Auto write offs must be confirmed before the write off is recorded in the system. The Outstanding Write Offs screen enables the user to confirm invoices that have been flagged as being eligible for auto write off.

Invoices can only be flagged for auto write off via the Receipt Allocation screen.

Invoices can be written off individually or all invoices can be written off as a group. A Toggle Write Off function key enables the user to toggle the write off flag on each invoice to “no”.

When the user exits the screen and enters the screen again all invoices flagged as “no” will not appear via the Outstanding Write Offs screen. These invoices will not be written off.

Individual transactions can also be written off or removed from the list. Removing a transaction from the list will prevent it from being written off.

2.17.1 To display Write Offs

1. Select the Outstanding Write Offs tab.
2. Enter the mnemonic for the Account Type of the write offs required and press <Enter>. F1 Lookup available.
3. A list of the accounts with write offs is displayed.

Function Buttons

Function	Description
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Toggle Write Off [F5]	Toggles the Auto write off flag on the invoice between yes and no
Confirm Write Off [F6]	Confirms the Write off of the highlighted invoice
Confirm All Write Offs [F7]	Confirms the Writes off of all invoices

2.17.2 To Reject an Auto Write Off

1. Highlight the applicable invoice.
2. Select the Toggle Write Off [F5] function button.
3. The highlighted invoice auto write off flag changes to “no” via the Auto W/Off column.
4. Pressing the <Esc> key, the prompt “Remove items marked as writeoff “NO”?(Y/N)” is displayed.
5. Select (Y)es to remove item or (N)o leave item on the list.

2.17.3 To Re-instate an Auto Write Off

1. Highlight the applicable invoice.
2. Select the Toggle Write Off [F5] function button.
3. The highlighted invoice auto write off flag will be changed from “no” to “yes”.
4. The highlighted invoice will remain on the list.

2.17.4 To Confirm Write Off

1. Highlight the applicable invoice.
2. Select the Confirm Write Off [F6] function button.
3. The Auto Write off is performed and the prompt “Auto Write Off Completed” is displayed.
4. Select OK or press <Enter>.
5. The highlighted entry is removed from the table.

2.17.5 To Confirm All Write Offs

1. Select the Confirm All Write Offs [F7] function button.
2. All entries with Auto write off on are processed.
3. The Auto Write off is performed and the prompt “Auto Write Off Completed” is displayed.
4. Select OK or press <Enter>.
5. The required entries are removed from the table.



2.17.6 To Display Outstanding Write Offs Transactions

Select the required invoice and double-click or press <Enter>. The transactions for that invoice is displayed via the Outstanding Transaction Write Offs screen.

2.17.7 Outstanding Transaction Write Offs

This screen displays the individual transaction set for automatic write off from the account selected in the previous Outstanding write offs screen.

Function Buttons

Function	Description
Remove Entry [F5]	Prevents a transaction from being written off
Write Off Amount [SF6]	Write off a transaction

2.17.8 To Remove a Transaction from the Invoice

This function allows the user to prevent a specific transaction from being written off rather than the writing off all the transactions on the screen.

1. Highlight the required transaction and select the Remove Entry [F5] function button.
2. The transaction is removed from the list.

2.17.9 To Write Off a Transaction Amount

This function allows the user to write off a specific transaction amount from the invoice.

1. Highlight the required transaction entry.
2. Select the Write Off [SF6] function button.
3. The transaction is removed from the list.

2.18 Unallocated Receipts

When money has been received and it is not clear which invoice/account it is associated to, the money can be receipted to a particular account where it can later be allocated to the correct invoice/account.

The Unallocated Receipts table displays the list of these accounts. The Accounts these receipts have been allocated to are created specifically for this purpose and are configured so they can be over allocated with funds.



The purpose of the Unallocated Receipts table is to enable the user to allocate receipts to the correct invoice and thereby the correct account.

This table can also be used to reconcile the unallocated receipts listed in the Aged Debtors report against those listed in the Unallocated Receipts table.

Example Scenario:

Receipt 20.Sep.1005 was receipted to various invoices with \$30.00 unallocated.

The user was unable to match the \$30.00 to an invoice so allocated it to the designated “Unallocated” account which was specifically setup to receive extra monies. This receipt would display on the unallocated receipts table under the “Unallocated” account type so it can be allocated at a later stage to an invoice.

2.18.1 To Display the Unallocated Receipts Summary table

To display all Unallocated Receipts, select the Unallocated Receipts tab.

Unallocated Receipts Summary Table

Field	Description
Account Type	The account type associated with the receipts
Unallocated Amount	Total amount of unallocated receipts

2.18.2 To Display the Unallocated Receipts Account Report for an Account type

1. Highlight the applicable account type from the list.
2. Double-click or press <Enter> to display the Unallocated Receipts Account Report.

2.18.3 Unallocated Receipts Account Report

The Unallocated Receipts Account Report lists the accounts that have unallocated amounts from the previous selected account type. The account type is displayed in the top left corner of the screen.

Unallocated Receipts Account

Field	Description
Account Type	Account type with unallocated receipts
Account No	The associated account number



Name	The name of the account type
Unallocated Amount	Total amount of unallocated receipts

2.18.4 To Display the Unallocated Receipts Account Report

1. Highlight the required account.
2. Double-click or press <Enter> to display the Unallocated Receipts Account Report.

2.18.4.1 Unallocated Receipts Report

The Unallocated Receipts Report lists the receipts that have unallocated amounts from the previously selected account. The account number is displayed in the top left corner of the screen.

Table columns

Field	Description
Receipt No.	Receipt number of unallocated amount
Created	Date the receipt was created
Original Amnt	The original amount of the receipt
Unallocated Amount	Dollar amount of the receipt that is not allocated

2.18.4.2 To Display the Receipt Entry Screen

1. Highlight the required entry.
2. Double-click or press <Enter> to display the Receipt Entry screen.

2.19 Unprocessed Receipts

This report is historical and due to changes in the Receipt Entry functionality is no longer populated. Currently receipts that are generated and not allocated to any account are not saved in the system. Also, receipts can no longer be saved when they are only partially allocated. Therefore, this report is no longer populated.

The purpose of the unprocessed receipts report was to ensure that all receipts are allocated to an invoice or an account. The unprocessed receipts table displays all those receipts that have not allocated to an invoice or an account at all or have not been fully allocated. I.e. The



receipt has a balance outstanding on it. Receipts should always be allocated to an account or an invoice.

2.19.1 To Display the Receipt Entry Screen

1. Highlight the required entry.
2. Double-click or press <Enter> to display the Receipt Entry screen.

2.20 Account Exception Report

The purpose of the Account Exception Report is to display all accounts with an “Unknown” Account Type that requires updating. The unknown account type exists because the correct Account Type as configured via the Patient Category configuration screen has not been populated against the account.

To correct the exception, the Account Type field via the Account Maintenance screen needs to be amended from unknown to the desired Account Type.

This report is built by the system overnight.

2.20.1 To Display the Account Exception Report - Details

- To display the Details screen for this report list, select the Details [CF5] tab.
- The report displays all accounts with an “Unknown” Account Type that requires updating.

2.20.2 To Display the Account Exception Report – Empty Records

- To display the Empty Records screen for the report list, select the Empty Records [CF8] tab.
- The report displays those accounts that have no invoices and an account type of Unknown.

2.20.3 To Access the Account Maintenance Screen and Change the Account Type

1. Highlight the required entry and double-click or press <Enter>.
2. The Account Maintenance screen is displayed.
3. Change the account type to the desired account type. F1 Lookup available.
4. Select the Save icon or press F4 to save the change.
5. At the prompt “Account Saved”, click OK.

Note: If there are NO account exceptions present the entry will be removed from the Exception Report when it is reloaded.



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3 Data Entry

Evolution vLab™ is designed to provide fast and efficient input of data information in the processing of account details, invoices creation, and receipt creation. The Data Entry menu allows the user to create adhoc invoices, manually insert entries into the Consolidation Queue and enter receipts and view receipt batches.

The creation of invoices takes the user through the debtor invoice and transaction screens, while the creation of receipts/batches of receipts takes the user through the receipt item entry and receipt allocation screens.

3.1 Adhoc Invoice Entry

3.1.1 To Display the Adhoc Invoice Entry screen

1. Select the Adhoc Invoice Entry tab.
2. Enter a valid Account Number via the Account No. field.
3. Press <Enter>.

The Adhoc Invoice Entry screen is displayed.

3.1.2 To Create an Invoice

1. Via the Account No. field, enter a valid account number of the account for the invoice to be created and press <Enter>.
2. Any existing invoices associated with that account are displayed via the bottom half of the screen.
3. Select the Create [F6] function button.
4. The Transaction Details screen is displayed. Enter the required information for the invoice being created via the editable fields.

Transaction Details Fields

Field	Description	F1 Lookup
Description	Description of the invoice being created. This field is mandatory.	
Amount	Total amount of the invoice (Including GST if applicable) This field is mandatory.	
Patient UR No.	UR No. of the patient	
Schedule Item	MBS number of the item being invoiced	



Request Date	Requested date of the test request	
Service Date	Service date of the test request	
Pathologist	Billing Provider for the test request Note: The Pathologist information is updated once the laboratory number details are saved in the Transaction Details table	Yes
Doctor	Doctor requesting test Note: The Doctor information is updated once the laboratory number details are saved in the Transaction Details table	Yes

5. Select the Save icon or press [F4] to save the invoice. The transaction number and reference are automatically populated.
6. Select the Create [F6] function button. The Debtor Transaction Details screen is displayed.
7. Enter the Lab number and the request that is associated with this invoice.
8. Select the Save icon or press [F4] to save.

Note: GST is not automatically added to invoices created manually.

3.1.3 Details

This screen displays all the transactions associated with this invoice.

3.1.4 To Display Invoice Transactions

To display the Transactions for an invoice, select the Details [CF5] tab.

Function Buttons

Function	Description
Reverse [F5]	Reverse a write off a transaction amount
Adjustment [F6]	Alter balance of a transaction in favor of customer or service provider
Write Off Amount [SF6]	Write off part or complete transaction amount



Reception [SF10]	Access the Specimen Reception screen for the Lab No. associated with the transaction
Request Form Image [INSERT]	To access the Request Form Images screen of the Lab No. associated with the transaction

3.1.5 Reverse Invoice Transaction Write Off Function

A patient may not initially pay the full amount of an invoice but may decide to pay the remaining amount after a write off is performed. The write off can be reversed to restore the outstanding balance on the invoice so that it can be receipted.

3.1.5.1 To Reverse an Invoice Write Off Transaction

1. Highlight the Written Off Invoice transaction that is required to be reversed indicated by "Inv W/O" via the details column.
2. Select the Reverse [F5] function button.
3. At the prompt *"Enter reason for reversal"*, enter a reason for the reversal.
4. Select OK or press <Enter> to continue or Cancel to cancel.
5. At the prompt *"OK to do reversal (y/n) ?"*, click Yes to continue or No to cancel.

3.1.6 Invoice Transaction Adjustment Function

The adjustment functionality allows the user to perform adjustments for a transaction. An adjustment for the transaction may be required when a refund is owed to the customer on a transaction.

3.1.6.1 To Adjust an Invoice Transaction

1. Highlight the required transaction that needs to be adjusted.
2. Select the Adjustment [F6] function button.
3. At the prompt *"Enter Type of adjustment:"*, enter the mnemonic for the adjustment type required or use F1 Lookup.
4. Select OK to continue or Cancel to abort.
5. At the prompt *"Enter Amount to adjust"*, enter the amount required for refund.
6. Select OK to continue or Cancel to abort.
7. At the prompt *"Enter reference number"*, enter a reference number for the refund.
8. Select OK to continue or Cancel to abort.
9. At the prompt *"Enter reason for adjustment"*, enter a reason for the refund.
 - a. Select OK to continue or Cancel to abort.
 - b. The adjustment displays via the Invoice Transactions list.



3.1.7 Invoice Transaction Write Off Function

Individual Invoice transactions can be written off if an error has been made or if the patient has underpaid and the debt will not be recovered. The write off invoice function allows the user to choose a type of write off (Adjustment or Bad Debt) and enter a reason for the write off.

3.1.7.1 To Write Off an Invoice Transaction

1. Highlight the required transaction.
2. Select the Write Off [SF6] function button.
3. At the prompt *“Enter Type of Write Off (A/B)”*, enter the type of Write Off.
A Adjustment
B Bad Debt
4. Select OK or press <Enter> to continue or Cancel to abort.
5. At the prompt *“Enter Amount to Write Off”*, enter the dollar amount to be written off.
6. Select OK to continue or press <Enter> or Cancel to abort.
7. At the prompt *“Enter Reason for Write Off”*, enter the reason for the write off.
8. Select OK to continue or press <Enter> or Cancel to abort.

The Write Off displays via the Invoice Transactions list and indicated as “Inv W/O” in the details column.

3.1.8 To Access Reception

1. Highlight the required Invoice.
2. Select the Reception [SF10] function button.
3. The Specimen Reception screen is displayed.
4. To return to the Adhoc Invoice Entry screen, select the Back icon.

3.1.8.1 To Access Request Form Image

1. Via the Specimen Reception screen, select the Request Form Image tab or press [Insert].
2. If an image is present for this request, it is displayed via the Request Forms screen.
3. To return to the Adhoc Invoice Entry screen, select the Back icon.

3.1.9 Adhoc Invoice Entry Notes

This screen displays the notes associated with the Invoice.



3.2 Manual Consolidation Queue Entry

Manual Consolidation Queue Entry may be used to enter charges that are not ready to be generated through the registration of a test/panel in the laboratory system, e.g. billing of consultations. The item will be sent to the Consolidation Queue and will be processed in the same manner as other items.

3.2.1 Manually Place Invoice in Consolidation Queue (Existing UR Number)

1. Select the Manual Consolidation Queue Entry tab.
2. Enter the required UR No. of the patient. The Patient Details are displayed.
Note: If the Patient details are incorrect, the Edit Patient Details [F7] function button may be used to edit.
3. Enter the billing category for the patient. The Account and Contact (if available) details are displayed on screen.
Note: If the Account details are not known or incomplete, the Account details popup screen displays to allow the user to edit the account details or the Edit Account Details button [F8] may be used to edit.
4. Enter the Request date, Service date, requesting Doctor, billing Provider as required via the respective fields.
Note: It is possible to use a provider that is not configured via the pathology providers table.
5. Enter a valid item number via the Item Number field. The fee rate will auto populate based on the category and the appropriate column of the item number of the MBS table.
6. Select the Save icon or press [F4] to save.

Note: The process needs to be repeated for each item the user wishes to add to the queue.

The entry will be inserted into the Consolidation Queue to be consolidated as for any other account.

3.2.2 Manually Place Invoice in Consolidation Queue (New UR Number)

Enter the **Temp Number** prefix followed by “+” to allocate the next available number in the URNO field and press <Enter>.



Billing Details

Field	Description	F1 Lookup
URNO	Patient UR or File number	
Category	Billing category of the patient	Yes
Account	Account Number	
Request Date	Date service was requested	
Service Date	Date of actual service	
Doctor	Requesting Doctor	Yes
Provider	Billing Provider	Yes
Fee Rate	Charge rates (auto populating)	
Item Number	MBS item number for service	Yes
Amount	Amount of invoice (auto populating)	
Coll. Centre	Collection Centre for service	Yes

Patient Details

Field	Description	F1 Lookup
Surname	Patient's Surname	
Given Name	Patient's Given name	
Address	Patient's address	
Suburb	Patient's suburb	
Postcode	Postcode of the suburb	
D.O.B.	Patient's Date of Birth	
Sex	Patient's gender	



Pat Phone	Patient's Phone Number	
Medicare #	Patient's Medicare number	
Veterans #	Patient's Veterans Affairs number	
TAC Claim #	Traffic and Accident Commission claim number	

Account Details- Contact Details*

Field	Description	F1 Lookup
A/C Name	Name of the Account. This could be the Patients name for private accounts.	
Address	Address of the Account	
Suburb	Suburb of the Account address	Yes
Postcode	Postcode of the suburb	
Phone	Phone number of the account	
A/C Type	Type of account	Yes
Decd	Indicates if the patient is deceased. Valid entries Yes/No	

***Note:** The contact details may differ from the Patient and account details.

Function Buttons

Function	Description
Edit Patient Details [F7]	Allows Patient demographics to be modified
Edit Account Details [F8]	Allows Account details and Patient Contact details to be modified

3.2.3 To Modify the Patient Details

1. Select the Edit Patient Details [F7] function button.



2. Edit the required fields.
3. Select Save or press F4 to save.

3.2.4 To Modify Account or Contact Details

1. Select the Edit Account Details [F8] function button.
2. Edit the required fields.
3. Select OK or press F4 to save.

3.3 Receipt Entry

Receipt Entry allows the user to enter payment details and to allocate them against the respective accounts. The Receipt Entry option also allows the allocation of a receipt against the account at three different levels, the account, the invoice and the invoice line item.

Receipts will be batched into numbered batches that may be traced. When a new batch is started this batch will remain open until it has been balanced. If the user does not close off the batch (balance the batch) when exiting the system, the next time that receipt entry is accessed on the same day the system will take the user to the open batch. If the receipt batch remains open after midnight the system automatically closes the batch.

Receipt Entry Table

Fields	Description	F1 Lookup
Receipt No.	Auto populating field	
Batch No.	Displays current Batch number or New Batch. This number is generated by the system	
Payment Type	Type of payment to be received	Yes
Amount	Payment amount to be received	
Cheque BSB	Bank State Branch (BSB) number of the bank to be charged	
Cheque No.	Number of the cheque	
Drawer	Name of Drawer	
Credit Card No.	Number of credit card to be used	
Expiry	Expiry date of credit card to be used	



LCC	Licensed Collection Centre where receipting done	Yes
External Receipt No.	Add External Receipt No. if required	
Print	Allows the printing option for receipt entry to be overridden	
Bank Account	Funds deposit account	Yes

3.3.1 To Enter a Receipt

1. Select the Receipt Entry tab. The Receipt Entry screen is displayed. If the batch is a new batch, the batch number field displays the text "New Batch". If an existing batch is still open, the batch number is displayed.
2. Via the Payment Type field, enter the payment type mnemonic and press <Enter>. F1 lookup is available.
3. Enter the amount being paid via the Amount field.

(If the payment type is a Cheque or Credit Card, further information is required.)

3.3.1.1 If the Payment Type is a Cheque

1. Enter the BSB Number of the bank to be charged via the BSB field. This number must be a six-digit number. If an incorrect number is entered, the system displays the message: "Invalid BSB Code".
2. Enter the cheque number via the Cheque No field.
3. Enter and the name of the Cheque Drawer.

3.3.1.2 If the Payment Type is a Credit Card

1. Enter the credit card number via the Credit Card No field. If an invalid number is entered, the system displays the message: "Invalid Credit Card Code".
2. Enter the expiry date of the credit card via the Expiry field.
3. Enter the LCC number to indicate the collection centre where receipting was completed.
4. Enter the external receipt number via the External Receipt No. field.
5. If the user wishes to override the option to print the receipt set on the account type enter (Y)es or (N)o in the Print field.
6. Enter the bank account mnemonic via the Bank Account field.
7. If only one bank account has been configured, this field will default to that bank account. If multiple bank accounts have been configured it is mandatory to enter a bank account.



8. Select the Save icon or press F4 to save the receipt and open Receipt Allocation.

The Receipt Allocation Screen is displayed.

3.3.2 Receipt Allocation

The receipt allocation screen allows the money received to be allocated to the correct transaction.

Display List

Field	Description
Account	Account Number associated with account or invoice
Inv/Rec	Invoice or Receipt Number
Patient	Patient Name
UR No.	UR No. of patient
Service	Date of Service
Item	MBS Item Number
Details	Indicates type of transaction for example Invoice or Account
Amount Due	Amount owing
Allocation	Amount Allocated to the invoice or account

Function Buttons

Function	Description
Select Account [F5]	Selects an account for display in the Receipt Allocation screen.
Select Invoice [F6]	Selects an invoice for display in the Receipt Allocation screen.
Allocate Amount [F7]	Allocates a specified amount or a percentage to an account/invoice.



Allocate [F8]	Allocates the full amount of the receipt to the highlighted account/invoice.
Sort [SF5]	Toggle function to sort displayed list
Write Off Amount [SF6]	Writes off part or all of an invoice. Offers the choice to have the written off amount confirmed by listing it on the Outstanding Write Offs screen.
Adjustment [SF7]	Allows to the user to make an adjustment on a receipt
De-Allocate [SF8]	De-allocates a receipt if an error is made whilst allocating a receipt or to de-allocate an amount from an account.
More Function [CF7]	Provides access to a sub-menu of functions and toggles back to original menu of functions
Reception [SF10]	Allows access to Full reception of associated episode
Account Details [CF6]	Allows access to the Account Enquiry screen

3.3.2.1 To Allocate a Receipt to an Invoice

The user may allocate the receipt amount to the account or invoice.

3.3.3 Selecting an Account

1. Select the Select Account [F5] function button to obtain a list of invoices to allocate the receipt to.
Note: If the screen is accessed from Account Maintenance screen it may not display all the account and invoice details.
2. At the prompt: “Enter Account No”, enter the Account Number required.



3. The table is populated with the transactions available for the entered account number. Highlight which level (account, invoice or invoice line item) the user wishes to allocate the payment against.
4. When the amount is allocated to the account level, the amount remains in the account, not applied to any individual invoices.

OR

1. To use the Patient look up function at the prompt: *"Enter Account No"*, press [F1] look up.
2. Enter the patient's Surname or Full Name and select OK or press <Enter> to continue or Cancel to cancel the action. A list of accounts is displayed for selection. This list can be sorted.
3. Highlight the applicable entry and double-click or press <Enter>.
4. The list is populated with the transactions available via the associated account number.
5. Move the highlight bar to select which level (account, invoice or invoice line item) the user wishes to allocate the payment against.
6. Proceed to Allocate an amount or Balance of the receipt.

3.3.4 Selecting an Invoice

1. Select the Select Invoice [F6] function button.
2. At the prompt: *"Enter invoice No"*, enter the required Invoice Number.
3. The invoice is displayed in the below list.
4. Proceed to Allocate an amount or Balance of the receipt.

3.3.5 Allocating an Amount

1. Highlight the required account or invoice entry.
2. Select the Allocate Amount [F7] function button.
3. At the prompt: *"Enter Amount/Percentage"*, enter the Amount or a Percentage of the receipt amount that is to be allocated to the highlighted transaction.

Note: An amount or percentage (xxx%) less than or equal to the total receipt value may be allocated against the highlighted item.

4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. The amount required is allocated against the highlighted invoice or account and displayed via the allocation column.
6. Select the Save icon or press [F4] to process the receipt.

Note: The amount allocated is taken off the invoice when all the money from the receipt has been allocated and a save is performed.



3.3.6 Allocating the Balance of a Receipt

1. Highlight the required account or invoice entry.
2. Select the Allocate [F8] function button.
3. The balance of the receipt is applied to the highlighted entry.

Note: If balance of entry is less than balance of the receipt the remaining money will need to be allocated. The allocated amount will be displayed in the allocation column.

4. Select the Save icon or press [F4] to process the receipt.

Note: The amount allocated is taken off the invoice when all the money from the receipt has been allocated and a save is performed.

3.3.7 Write Off Amount whilst Receipting

Automatically

1. Highlight the invoice or item number (part of the invoice) that is to be written off.
2. Select the Write Off Amount [SF6] function button.
3. At the prompt *"Auto Write Off (Y/N)"*, enter (Y)es to flag the item as an auto write off or (N)o to complete the write off manually.
4. Select OK or press <Enter> to continue to manually write off.

Note: If (Y)es is entered, the auto write off is sent to the Outstanding Write off screen. The total payment needs to be receipted first before the write off is activated. The user is not given the option to enter the value of the write off. The amount displayed via the line highlighted is written off.

Manual

1. At the prompt *"Enter Type of Write Off (A/B)"*, enter A or B adjustment and press select OK or press <Enter> to continue or select Cancel to cancel action.
A Adjustment
B Bad Debt
2. At the prompt *"Enter Amount/Percentage to Write Off (A/B)"*, enter the amount or percentage to write off followed by the % symbol, then select OK or press <Enter> to continue or Cancel to cancel action.
3. At the prompt *"Enter reason for Write Off"*, enter the reason for the write off and select OK or press <Enter> to continue or Cancel to cancel action.
4. A small "w" is displayed next to the item number that has an amount written off.
5. Select Save icon to save write offs and receipt allocations.

Note: The user needs to complete the write off via the Outstanding Invoice Write Off screen.



3.3.8 Adjustment (Refund) of an Invoice

1. Select the Adjustment [SF7] function button.
2. At the prompt *“Enter adjustment type”*, enter the adjustment type. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to cancel the action.
4. At the prompt *“Enter Amount”*, enter the amount.
5. Select OK or press <Enter> to continue or Cancel to cancel the action.
6. At the prompt *“Enter reference number”*, enter a reference number.
7. Select OK or press <Enter> to continue or Cancel to cancel the action.
8. At the prompt *“Enter a comment”*, enter a comment.
9. Select OK or press <Enter> to continue or Cancel to cancel the action.
10. An entry for this adjustment is made via the Receipt allocation screen.
11. Select the Save icon or press [F4].

3.3.9 To De-Allocate an Amount

Note: An amount must be allocated before it can be de-allocated. The amount allocated for one entry is shown in the allocation column.

1. Highlight the required entry which has an allocated amount.
2. Select the De-Allocate [SF8] function button.
3. The allocated amount is removed from the allocation column.

3.3.10 To Sort the Screen List

1. Select the Sort [SF5] function button.
2. The list can be sorted according to columns Account, Inv/Rec, Patient, Ur No, Service, and Item.
3. Use the Sort function button to cycle through the sortable columns.

3.3.11 To View the Reception Screen

1. Highlight the required entry.
Note: The Reception screen will only display on entries with an item number.
2. Select Reception [SF10] function button.
3. The Specimen Reception screen is displayed for the associated patient.
4. Select the Back icon to return to the previous screen.

3.3.12 To Access the Account Details screen

1. Select the Account Details [CF6] function button.
2. The Account Enquiries screen is displayed.
3. Enter an Account Number, Account Name, UR No etc.
4. The Account Maintenance screen is displayed with the Account Details.



5. To return to previous screen, select the Back icon.

3.4 Receipt Batches

Receipt batches are opened automatically when a Receipt is created. The Receipt Batches function is used to close off the user's batch of receipts. This must be done daily (more frequently if desired).

3.4.1 To Close a Batch of Receipts

1. Select the Close Batch [F5] function button.
2. At the prompt "Enter Total", enter the **Total** amount by manually adding all the receipts for this batch.
3. Select OK or press <Enter> to continue or Cancel to cancel the action.
4. If the total agrees with the system total, the message "Balanced, Close Batch y/n" is displayed.
5. Select (Y)es to close the batch. The message "Batch closed" displays. The batch is closed and may not be accessed again.
6. If the batch does not balance, the message "This batch fails to balance by \$\$\$cc" is displayed.
7. Select OK or press <Enter>.

Note: When the error has been found the receipt will need to be deleted and re-entered correctly.

3.4.2 To Delete a Receipt from a Batch

1. Highlight the correct receipt entry.
2. Select the Delete Receipt [SF8] function button.
3. At the prompt "Are you sure you want to delete the receipt (y/n)", click Yes or press <Enter> to continue or No to cancel the action.
4. At the prompt "Receipt deleted" select OK or press <Enter> to continue.

3.5 Billing Estimate

The Billing Estimate screen allows staff to estimate the cost of laboratory testing prior to collection and/or registration of specimens in **Evolution vLab™**. This function is available via Billing > Data Entry.

3.5.1 Generate a Billing Estimate

1. Specify the UR Number (**URNO**), Patient **Category** and the **Request Date** and/or **Service Date**, and one or more requests (Tests/Panels) via the **Order Sets** fields.



- These fields are required to generate monetary values. The other fields are optional.
 - Strictly speaking the UR Number and Category are the only mandatory fields. However, an estimate is meaningless without a reference date (to identify the relevant Pricing Schedule) or at least one request (to identify at least one Item in the Schedule).
2. Select Calculate [F5] to generate a preview of the estimate.
 - The Billing Quote dialog box displays three columns:
Schedule ID (Item Number)
Details (Test/Panel Mnemonic)
Amount (monetary value in dollars and cents)
 - The monetary Total for the estimate (quote) is indicated via the first row. The remaining rows itemise the information for each specified Test/Panel.
 3. Select OK [F4] to proceed with the estimate or Cancel [Esc] to dismiss the dialog box and return to the Billing Estimate screen for further editing.
 - Upon selecting OK, the Estimate is tabulated via the Billing Estimate screen, with the same columns and rows described for the Billing Quote dialog box.

Description of Fields

Field	Description
URNO	Enter the UR Number for which the proposed work is to be performed.
Category	Enter the Patient Category appropriate to the work being quoted. F1 Lookup available.
Account	This non-editable field displays the Account Number automatically when the Category is specified.
Request Date	Enter the proposed Request Date (date only) in a valid format, e.g. t for today or 061020 for 6 th October 2020. Refer to the section Date and time/date formats in the Introduction for more information. This field must be populated in the absence of a Service Date. Both the Service Date and Request Date may be specified if desired.



Service Date	<p>Enter the proposed Service Date (time and date) in a valid format, e.g. 1620t for 4:20pm today or 0900061020 for 9:00am on the 6th October 20120. Refer to the section Date and time/date formats in the Introduction for more information.</p> <p>This field must be populated in the absence of a Request Date. Both the Service Date and Request Date may be specified if desired.</p>
HCF	Enter the Health Care Facility associated with this work. F1 Lookup available.
Doctor	Enter the requesting Doctor. F1 Lookup available.
PEI	Enter a PEI to include the associated episode initiation fee. F1 Lookup available.
Notes	Specify any notes associated with the estimate.
Order Sets (42 fields)	Enter the Test(s) and/or Panel(s) for which to generate an estimate (one per field; maximum 42 orderable requests). F1 Lookup available.
Patient Demographic fields	
Surname	<p>Displays the Surname recorded against the specified UR Number.</p> <p>This field is populated automatically when the URNO field is updated. The same applies to the other Patient Demographic fields.</p>
Given Name	Displays the Given Name recorded against the UR Number.
Address	Displays the first line of the Address recorded against the UR Number.
Address	Displays the second line of the Address recorded against the UR Number.
Suburb	Displays the Suburb recorded against the UR Number.
Postcode	Displays the postcode recorded against the UR Number.
DOB	Displays the date of birth recorded against the UR Number.
Sex	Displays the patient sex against the UR Number.
Pat Phone	Displays the patient's phone number recorded against the UR Number.



Medicare #	Displays the Medicare number recorded against the UR Number.
(Medicare) Exp.	Displays the Medicare number expiry date recorded against the UR Number.
Veterans #	Displays the Veterans' Affairs (DVA) number recorded against the UR Number.
(Veterans) Exp.	Displays the DVA number expiry date recorded against the UR Number.
TAC Claim #	Displays TAC Claim number recorded against the UR Number.



4 Consolidation

Consolidation is the process by which validated patient requests are grouped, according to a set of predetermined Medicare coning rules, and charges are generated according to the MBS table.

The consolidation function provides the billing department with facilities to:

- Manage billing of Private, Public, Commercial, Medclaims and Vetclaims accounts
- Creation of invoices and claims
- Perform trial consolidations
- Build and review exception lists and reports
- Consolidate public laboratory records
- Public billing batches and historic public print queues are also available to be viewed.

4.1 Exception List

Exception lists are lists of laboratory numbers that do not meet the selected criteria for billing (i.e. have missing or incorrect information). Exception lists should be built and actioned prior to consolidation. Guidelines have been provided to aid in the resolution of the exceptions.

The **Exception List (Lab Specific)** displays a list of all Account Types with exceptions for the laboratory group the user is logged into that has generated an exception.

The **Exception List (Combined)** displays a list of all Account Types with exceptions across all laboratory groups that have an exception generated.

The Exception list is only displayed and updated by building the exceptions list from the Consolidation Queue for associated account types. The user can view the list of lab numbers for that account and access the lab number or specimen registration screen to correct the information that has caused an exception.

Table columns

Column	Description
Account Type	The Account Type that has exceptions built
Account Count	Number of Accounts within the Account Type that have exceptions built
Lab Count	Number of Laboratory numbers within each Account that have exceptions built



Oldest Service Date	The oldest service date in the list
List Generated	The time/date the last exception list was built

4.1.1 Correcting Exceptions

Exceptions can be a Specimen Exception, Account Exception, Miscellaneous Exception, or a combination of the above.

To obtain an updated exception list, it will be necessary to build exceptions again via the Consolidation Queue.

Note: If changes to the registration screen are made and the request re-saved, the user needs to be logged into the correct laboratory/laboratory group before saving the request.

Once an exception has been corrected, the lab number will not be removed off the exception list, however access to the results and reception screen will no longer be available. The request will not be removed off the exception list until the list is rebuilt again via the Consolidation Queue.

4.1.2 To Display Exceptions per Account Type

1. Highlight the required Account Type from either the Lab Specific or Combined Exception List tab and double-click or press <Enter>.
2. The individual account types are displayed via the next screen "*<xxx> All Exceptions List*"

4.1.3 To Display the Lab Numbers with Exceptions within an Account

Highlight the required Account Number and double-click or press <Enter>.

4.1.4 Filter Exception Types

The exception screens each have filters to help display certain types of exceptions.

The filters are applied by selecting the appropriate tab from the "*<xxx> All Exceptions List*" screen.

Filters Available

Filter Sub Tab	Description
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All Exceptions [SF5]	Displays all types of Exceptions
Specimen Exceptions [F6]	Displays all specimen Exceptions
Account Exceptions [F7]	Displays all account Exceptions
Misc Exceptions [F8]	Displays miscellaneous Exceptions

4.1.5 All Exceptions

4.1.5.1 To Display All Exceptions for an Account Type

Select the All Exceptions [SF5] tab.

4.1.6 Specimen Exceptions

4.1.6.1 To Display Specimen Exceptions for an Account Type

Select the Specimen Exceptions [F6] tab.

Specimen Reception Exceptions

Exception	Description
Discharge Date < Admission Date	This exception is only produced if both admission and discharge dates are entered and the discharge date is less than the admission date entered at specimen reception. To correct this error, amend either the Discharge or Admission date. The discharge date should always be greater than the admission date.
Missing Category	No patient category was entered during specimen reception. To correct this error, go to the specimen reception screen and enter a Patient Category in the billing details table.
Missing Doctor	No requesting doctor was entered at specimen reception. To correct this error, go to the specimen reception screen and enter the mnemonic for the Doctor.
Missing HCF	No HCF was entered during specimen reception. To correct this error, go to the specimen reception screen and enter the mnemonic for the Health Care Facility.



Missing Medicare Details	<p>If the category entered at specimen reception is a Medicare category, the user must enter a valid Medicare number.</p> <p>To correct this error, go to the specimen reception screen and enter the Medicare card number and/or Expiry Date and/or IRN Number.</p>
Missing Patient Address	<p>No patient address was entered during specimen reception.</p> <p>To correct this error, go to the specimen registration screen and enter the patient's Address.</p>
Missing Patient Surname	<p>No patient surname was entered during specimen reception.</p> <p>To correct this error, go to the specimen registration screen and enter the patient's Surname.</p>
Missing Veterans Details	<p>If the category entered at specimen reception is a veteran's category, the user must enter a valid veteran's affairs number.</p> <p>To correct this error, go to the specimen reception screen and enter the Veteran affairs number and/or Expiry Date.</p>
Unknown Category	<p>The category entered at specimen reception was UNK.</p> <p>To correct this error, go to the specimen reception screen and enter a Category for that patient.</p>
Unknown Doctor	<p>The doctor UNK was entered at specimen reception.</p> <p>To correct this error, go to the specimen reception screen and enter the mnemonic for the Doctor.</p>
Conflicting categories on this day	<p>Patient has had more than one registration done on the day and they contain different patient categories.</p> <p>To correct this error, go to the specimen reception screen for either of the laboratory numbers and enter a different Category for that patient.</p>
Same date of request already billed	<p>The patient has had two requests with the same date of request and one of these requests has already been billed.</p>
Request too old	<p>A period of time, as specified by Medicare, has passed from when the test was requested and when the test was performed.</p>



Request Untranslatable	There is no Medicare code in the Medicare Translation table in Evolution vLab™ for that test.
Unvalidated request on this day	The test(s) on another laboratory number with the same date of requests have not been fully validated for that patient.
Request maximum exceeded	The maximum number of items that can be requested in one day in the nominated period according to the MBS rules has been exceeded.
Accident claim requires claim or DoAcc	The laboratory number registered with a patient category that has the Accident Claim field set to Yes is missing an insurance claim number or a date of accident.
PEI C entered without LCC	The laboratory number was registered with a PEI = C but did not have a collection centre specified. A collection centre must be specified or the PEI changed.
Inpatient no admission date	The laboratory number was registered as an inpatient but no admission date was entered.
Pathologist not configured	The billing doctor provider has not been configured in the Billing Provider table.
Incomplete registration	A full registration has not yet been completed. A full registration must be completed for items to be billed.

4.1.7 Account Exceptions

4.1.7.1 To Display Account Exceptions for an Account Type

Select the Account Exceptions [F7] tab.

Account Exceptions



Exception	Description
Account Type and Category Account Type differ	The account type of the account number entered at specimen reception differs from the account type of the patient category entered at specimen reception.
Missing Account Address	No account address was entered. No patient address was entered during specimen reception. To correct this error, the account address can be entered in billing details table on specimen reception or in the account maintenance screen. Note: If there is an address on the UR record, that address is automatically transferred to the account
Missing Account Type	The account type for this UR record has not been set. To correct this error, go to the account maintenance screen and enter the Account Type.
Account holder <16 years	The account holder is younger than 16 years old and so cannot be responsible for payment of the account.

4.1.8 Miscellaneous Exceptions

4.1.8.1 To Display Miscellaneous Exceptions for an Account Type

Select the Miscellaneous Exceptions [F8] tab.

Miscellaneous Exceptions

Exception	Description
HCF has no account	The Health Care Facility entered at specimen reception has no account number configured. To correct this error, go to the HCF Configuration table and enter the Account Number for the HCF.
Missing Doctor Provider	The doctor entered at specimen reception has no provider number configured. To correct this error, go to the Doctor or Provider Configuration table and enter the Provider Number for the doctor.



<p>Missing Pathologist</p>	<p>There is no pathologist configured for the date period on the service date of the lab number.</p> <p>To correct this error, go to the Billing Provider Configuration table and enter the Provider details for the laboratory/laboratory group.</p>
<p>Ward and Category Inpatient Different</p>	<p>The category selected at specimen reception has a field that is different to the field on the ward selected at specimen reception. E.g. one is an inpatient and one is an outpatient.</p>

Function Buttons

Function	Description
<p>Account Details [F5]</p>	<p>Displays the account details of an entry</p>

4.1.9 Accounts Details Function

Highlight an account and select the Account Details [F5] function button. The account details are displayed via the Account Maintenance screen.

4.1.10 Lab Number List with Exceptions within an Account

To display the summary of a lab numbers within an account, highlight and double-click the applicable account number or press <Enter>.

4.2 Exception List Lab No. List

This screen displays a list of lab numbers for an account that has exceptions. The list is sorted by lab number.

Function Buttons

Function	Description
<p>Toggle Display Mode [F8]</p>	<p>Displays the lab numbers that have been modified. These lab numbers will have a status of “Updated”</p>
<p>Reception [SF10]</p>	<p>Displays the specimen registration screen for a Lab number.</p>



4.2.1 To Toggle Display

Select the Toggle Display Mode [F8] function button. A subset of the exception list is displayed with only lab numbers that the user has modified and has a status of “Updated”.

Note: This list will only refresh upon re-entering the Exception list following a modification.

1. Selecting the Toggle Display Mode [F8] function button again will display both, the lab numbers that have exceptions and those that have been “Updated”.
2. Selecting the Toggle Display Mode [F8] key yet again will display only the lab numbers with exceptions i.e. excludes the lab numbers that have a status of “Updated”.

4.2.2 To View the Specimen Reception of a Lab Number

Select the Reception [SF10] function button.

4.3 Exception Report

The exception report is built from the exception list and contains the same information in a different format.

The exception report builds completely when opened, allowing the user to either print the report or output the table.

4.3.1 To View Patient Enquiry screen

To view the patient enquiry screen, highlight an entry and double-click or press <Enter>.

Function Buttons

Function	Description
Reception [SF10]	Displays the Specimen Reception screen for selected entry

4.3.2 To View Reception screen of Entry

Highlight an associated entry and select the Reception [SF10] function button.

Note: If making changes via the registration screen and re-saving the request, ensure the user is logged into the correct laboratory group before saving the request.

This list does not update once the exception has been corrected, until the user exits from the report, rebuilds the exception list and reopens the report.



4.4 Consolidation Queue

Consolidation is the process by which invoices are created for completed (i.e. validated) patient requests which are grouped, according to a set of predetermined Medicare coning rules, and charges generated according to the MBS rules.

When the **Evolution vLab™** Consolidation Queue option is used, the user is taken to the Accounts Pending Consolidation 'All Entries [CF7]' table. This table lists all unconsolidated active accounts that have validated patient requests. After an account is consolidated, an audit entry is inserted via the laboratory number specimen audit. The audit event includes the invoice number including items that have been coned out.

Selecting 'Old Consolidation Runs [F8]' displays a table of processed consolidation runs that the user may revisit to view or reprint.

Episodes configured to insert into Consolidation Queue are added to the queue when all tests on a laboratory number are validated. There may be a delay of a few seconds between final validation and the episode appearing via the queue, depending on what other processes are accessing the Consolidation Queue at the time.

The episode is added to the account as displayed on the billing section of specimen registration. Once inserted into the queue, they will remain there for at least the time configured as the consolidation lag.

Once this time has passed the system will allow consolidation of the account to proceed and create an invoice.

Accounts can either be consolidated individually, or as a group based on the account type.

It is not possible to over-ride exceptions when consolidating an Account Type, all accounts with exceptions will not be consolidated and will remain on the queue.

When consolidating an account type, be aware that this may require significant system resources and may affect system performance; therefore, this is best performed in off peak times.

Consolidation Queue Tabs

Sub-tab	Description
All Entries [CF7]	This screen displays all items on the system's Consolidation Queue.
Items on Hold [F5]	All accounts that have been placed on a consolidation hold from the Consolidation Queue are displayed here.
Invoices on Hold [F7]	All invoices that have been placed on hold from the account maintenance screen are displayed here.



Old Consolidation Runs [F8]	<p>The consolidation runs that have already been processed are listed here in daysheet format. The consolidation runs are itemised by time.</p> <p>Runs for the current date are displayed by default, but the user may view the data for another date by navigating via the left and right arrow buttons or the Enter Date [F8] function.</p> <p>Selecting and opening a given entry displays the list of the accounts consolidated in that run.</p>
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Consolidation Queue List

Column	Description
Account	Account number for consolidation
Account Type	Type of account
Name	Account name

Function Buttons

Function	Description
Consolidate [F6]	<p>Initiates the consolidation process. The user is prompted for the following information, which determines which accounts are consolidated.</p> <ul style="list-style-type: none"> • Account Types (comma separated list; F1 Lookup available) • Date range • Inpatients, outpatients or both
Build Remote Exception [SF6]	Allows the exceptions to be built on a remote server.
Build All Exceptions [SF7]	Build all exceptions. The user is prompted for the Account Type(s), which are entered as a comma separated list where required. F1 Lookup available.
Build Fast Exceptions [SF8]	Build exceptions only for those relating to the account level.



4.4.1 To Display an Account Summary

To display the summary of an account, highlight the required account and double-click or press <Enter>.

4.4.2 To Consolidate for one or more Account Types

1. Select the Consolidate [F6] function button.
2. At the prompt *"Enter account types to consolidate"*, specify the mnemonic(s) of the Account Type(s) to consolidate. Enter multiple Account Types as a comma separated list e.g. TYPE1, TYPE2, TYPE3. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to abort. The next prompt allows the user to define the date range for the consolidation process.
4. At the prompt *"Consolidating accounts of type: [nominated Account Types] Consolidate from date"*, enter the start date (ddmmyyyy) for the date range.
5. Select OK or press <Enter> to continue or Cancel to abort.
6. At the prompt *"Consolidating accounts of type: [nominated Account Types] Consolidate to date"*, enter the end date (ddmmyyyy) for the date range.
7. Select OK or press <Enter> to continue or Cancel to abort.
8. At the prompt *"Consolidating accounts of type: [nominated Account Types] Would that be (i)npatient, (o)utpatient or both ? :"*, specify "i" or "o", or "b" or leave blank to consolidate for both.
9. Select OK or press <Enter> to continue or Cancel to abort.
10. The consolidation proceeds. The message *"Consolidating x of y"* is displayed in the top right-hand corner as an indication that the system is consolidating.

Note: Episodes via Accounts with exceptions are not consolidated and remain in the queue.

4.4.3 Build All Exceptions

This function builds the list of exceptions (entries that do not meet the criteria for billing) by one or more nominated Account Types.

4.4.3.1 To Build All Exceptions

1. Select Build All Exceptions [SF7] function button.
2. At the prompt *"Build exceptions list (y/n) ?"*, click Yes to continue or click No to abort.
3. At the prompt *"Enter account types to build:"* specify the mnemonic(s) of the Account Type(s) to consolidate. Enter multiple Account Types as a comma separated list e.g. TYPE1, TYPE2, TYPE3. F1 Lookup available.
4. Select OK or press <Enter> to continue or Cancel to abort.
5. The prompt *"x Exceptions on y LABNOs from z Accounts"* is displayed. Click OK or press <Enter> to continue.



Note: After this process is completed an X is placed in the status column of the account summary screen to indicate the items with exceptions that do not meet the billing criteria.

4.4.4 Build Fast Exceptions

Fast exceptions are built based on those exceptions relating to the account level.

4.4.4.1 To Build Fast Exceptions

1. Select Build Fast Exceptions [SF8] function button.
2. At the prompt "Build exceptions list y/n?", click Yes to continue or No to cancel.
3. At the prompt "Enter account types to build", enter the mnemonic(s) of the account(s) (account 1, account 2, account n) that are required. F1 Lookup available.
4. Select OK or press <Enter> to continue or Cancel to cancel action.

Note: After this process is completed an X is placed via the status column of the account summary screen to indicate the items with exceptions that do not meet the billing criteria.

4.4.5 Consolidation Queue: Items on Hold

All accounts containing one or more items that have been placed on a consolidation hold from the Consolidation Queue are displayed here.

Consolidation Queue List

Column	Description
Account	Account number for consolidation
Account Type	Type of account
Name	Account name

Function Buttons

Function	Description
Consolidate [F6]	Initiates the consolidation process for the Item on Hold list. The user should first toggle the hold status for any relevant items via the Account Summary screen for the account. The user is prompted for the following information, which determines which accounts are consolidated.



	<ul style="list-style-type: none"> Account Types (comma separated list; F1 Lookup available) Date range Inpatients, outpatients or both
Build All Exceptions [SF7]	Build all exceptions for the Item on Hold list. The user is prompted for the Account Type(s), which are entered as a comma separated list where required. F1 Lookup available.
Build Fast Exceptions [SF8]	Build account level exceptions for the Item on Hold list.

4.4.6 To Consolidate an Account with items on Hold

1. Highlight the applicable account and double-click or press <Enter>. The Account Summary screen is displayed.
2. Highlight each item that has been placed on hold (which indicated by an “H” via the Status column) and select the Hold [F8] function button to unhold the item.
3. Alternately, select the Hold All [SF5] function button to toggle the hold status for all items.
4. Select the Back icon or press the [Esc] key to return to the queue.
5. Select the Consolidate [F6] function button.
6. At the prompt *“Enter account types to consolidate”*, specify the mnemonic(s) of the Account Type(s) to consolidate. Enter multiple Account Types as a comma separated list e.g. TYPE1, TYPE2, TYPE3. F1 Lookup available.
7. Select OK or press <Enter> to continue or Cancel to abort. The next prompts allow you to define the date range for the consolidation process.
8. At the prompt *“Consolidating accounts of type: [nominated Account Types] Consolidate from date”*, enter the start date (ddmmyyyy) for the date range.
9. Select OK or press <Enter> to continue or Cancel to abort.
10. At the prompt *“Consolidating accounts of type: [nominated Account Types] Consolidate to date”*, enter the end date (ddmmyyyy) for the date range.
11. Select OK or press <Enter> to continue or Cancel to abort.
12. At the prompt *“Consolidating accounts of type : [nominated Account Types] Would that be (i)npatient, (o)utpatient or both ? :”*, specify “i” or “o”, or “b” or leave blank to consolidate for both.
13. Select OK or press <Enter> to continue or Cancel to abort.
14. The consolidation proceeds. The message *“Consolidating x of y”* is displayed in the top right-hand corner as an indication that the system is consolidating.

Note: Episodes on Accounts with exceptions are not consolidated and remain on the queue.



4.4.7 Build All Exceptions

For information on the Build All Exceptions function refer to Section 4.4.3.

4.4.8 Build Fast Exceptions

For information on the Build Fast Exceptions function refer to Section 4.4.4.

4.4.9 Consolidation Queue: Invoices on Hold

All invoices that have been placed on hold from the account maintenance screen are displayed here.

Consolidation Queue List

Column	Description
Account	Account number for consolidation
Account Type	Type of account
Name	Account name

Function Buttons

Function	Description
Consolidate [F6]	Initiates the consolidation process for the Invoice on Hold list. The user is prompted for the following information, which determines which accounts are consolidated. <ul style="list-style-type: none">Account Types (comma separated list; F1 Lookup available)Date rangeInpatients, outpatients or both
Build All Exceptions [SF7]	Build all exceptions for the Invoice on Hold list. The user is prompted for the Account Type(s), which are entered as a comma separated list where required. F1 Lookup available.
Build Fast Exceptions [SF8]	Build account level exceptions for the Invoice on Hold list.



4.4.10 Consolidation Queue: Old Consolidation Runs

The consolidation runs that have already been processed are listed here in daysheet format. The consolidation runs are itemised by time.

Runs for the current date are displayed by default, but the user may view the data for another date by navigating via the left and right arrow buttons or the Enter Date [F8] function.

Selecting and opening a given entry displays the list of the accounts consolidated in that run.

Function Buttons

Function	Description
Enter Date [F8]	View the processed runs for a specified date.

4.4.10.1 To View the Consolidation Runs for a Particular Date

1. Select the Enter Date [F8] function button . Alternatively, navigate to the next or a previous date using the arrow buttons next to the date field.
2. At the prompt “Enter Date”, enter a date (ddmmyyyy or dd/mm/yyyy).
3. Press <Enter> to continue.

4.4.10.2 To View Consolidated Accounts

To view the Consolidated Accounts for a given run, select the entry in the list and double-click or press <Enter>.

4.5 Consolidated Accounts

This screen displays the accounts that have been consolidated in the consolidation run.

Table columns

Field	Description
Account No.	Account Number
Name	Account Name
Inv No.	Invoice Number of account, where available
Time	Time of consolidation of Account



#Items	Number of items in the account consolidated
\$ Amount	Total monetary amount of the items consolidated

4.5.1 To View Consolidated Account Details

From the Consolidated Accounts screen, additional details may be viewed by double clicking or pressing <Enter> on the selected entry.

4.6 Consolidated Account Details

This screen displays the details for the consolidated account.

Account Details Table

Field	Description
Account No.	Account Number
Account Name	Account Name
Address	Account address
Suburb	Suburb of Address
Pcode	Postcode
Phone No.	Phone No. of Account holder
Invoice No.	Invoice Number
Invoice Amount	Total monetary amount of the invoice
Item	MBS Item number
Details	Item Details
Amount	Amount of Item

Function Buttons

Function	Description
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Toggle Display Mode [F8]	Display further details of coning rules that have been applied.
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4.6.1 Account Summary

This screen allows the user to perform trial consolidations and consolidations and allows access to specific filters to assist in searches and access to account details for viewing and editing.

It also allows the user to hold all episodes within an account, un-hold particular episodes and then consolidate them.

4.6.2 To Display the Account Summary

To view the account summary screen, select the Details [CF5] tab.

Function Buttons

Function	Description
Trial Consolidation [F5]	Perform a trial consolidation for the current account.
Consolidate [F6]	Consolidate account. This process will produce and invoice and remove items from the consolidation queue.
Hold [F8]	Toggle function to hold entry.
Hold All [SF5]	Toggle function to hold all entries in account. Available to licensed customers only.
Filter [SF7]	Activates Filter function to perform searches.



Reception [SF10]	Access reception screen of an entry.
Account Details [CF6]	Access account maintenance of an entry.

Note: It is highly recommended to filter the list to a manageable size before performing consolidation in order to maintain system performance.

4.6.3 Trial Consolidation

A Trial Consolidation allows the summary of the consolidation process without performing the consolidation and updating account details.

4.6.3.1 To Perform a Trial Consolidation

1. Select the Trial Consolidation [F5] function button.
2. At the prompt *“Consolidate from date”*, enter the required start date (dd/mm/yyyy) to consolidate
3. Select OK or press <Enter> to continue or Cancel to cancel action.
4. At the prompt *“Consolidate to date”*, enter the required end date (dd/mm/yyyy) to consolidate.
5. Select OK or press <Enter> to continue or Cancel to cancel action.

4.6.3.2 If an Account has entries with Inpatient/Outpatient Categories

1. The prompt *“Consolidating accounts of type: account 1, account 2, account 3, account n: Would that be (i)npatient, (o)utpatient or both?”* is displayed.
2. Enter (i)npatient, (o)utpatient or (b)oth. Press <Enter> to default to (b)oth.
3. Select OK or press <Enter> to continue with consolidation.

4.6.3.3 If the Account has Exceptions

1. At the prompt *“Exception 1, exception 2, exception 3, Override exceptions (y/n)?”*,
2. Click Yes or press <Enter> to proceed with trial consolidation overriding any exceptions.
3. Click No to proceed with trial consolidation without the episodes with exceptions i.e. episodes with exception will not be processed).
4. Select Cancel to abort the trial consolidation.
5. The results of the Trial Consolidation Screen are displayed via the next screen.
6. Select the Toggle Display Mode [F8] function button to view a more detailed application of the Medicare Coning rules.



Note: If filters and / or holds have been applied to the account, the consolidation will only be applied to the remaining entries.

4.6.4 To Consolidate the Account

1. Select the Consolidate [F6] function button.
2. At the prompt *"Consolidate from date"*, enter the required start date (dd/mm/yyyy) to consolidate in
3. Select OK or press <Enter> to continue or Cancel to cancel action.
4. At the prompt *"Consolidate to date"*, enter the required end date (dd/mm/yyyy) to consolidate.
5. Select OK or press <Enter> to continue or Cancel to cancel action.

4.6.4.1 If an Account has entries with Inpatient/Outpatient Categories

1. The prompt *"Consolidating accounts of type: account 1, account 2, account 3, account n: Would that be (i)npatient, (o)utpatient or both?"* is displayed.
2. Enter (i)npatient, (o)utpatient or (b)oth. Press <Enter> to default to (b)oth.
3. Select OK or press <Enter> to continue with consolidation.

4.6.4.2 If the Account has Exceptions

1. At the prompt *"Exception 1, exception 2, exception n. Override exceptions (y/n)?"*,
2. Click Yes or press <Enter> to proceed with consolidation overriding any exceptions.
3. Click No to proceed with consolidation without the episodes with exceptions (i.e. episodes with exception will not be processed).
4. Click Cancel to abort the consolidation.
5. The results of the Consolidation Screen are displayed via the next screen.
6. Select the Toggle Display Mode [F8] function button to view a more detailed application of the Medicare Coning rules.

Note: If filters and / or holds have been applied to the account the consolidation will only be applied to the remaining entries.

4.6.5 To Hold an Entry from Consolidation

1. Highlight the required entry.
Select the Hold [F8] function button. 'H' displays that entry's status column.

4.6.6 To Un-hold an entry

1. Highlight the required entry that is on hold.
Select the Hold [F8] function button. The 'H' via the status column is removed.



4.6.7 Hold All Entries

1. Select the Hold All [SF5] function button.
2. All entries without an 'H' via the status column displays an 'H'.
Entries with an 'H' via the status column already will have the 'H' removed.

4.6.8 Un-Hold All Entries

1. Select the Hold All [SF5] function button.
2. All entries with an 'H' via the status column are removed.
Entries without an 'H' via the status column will have the 'H' displayed.

4.6.9 Change Sort of Table

The sorting of the list may be changed by clicking on the required column header or reverse sorted by re-clicking on the same column header. The column by which the table is sorted is displayed in bold.

Sort Options

Column	Description
Service Date	Service date of the request
Request	Test/Panel requested
Ur No	UR Number of the patient
Lab No	Laboratory number
Consultant	Consultant associated with the lab number
Provider	Billing Provider
Category	Patient billing category
Adm Date	Admission date
Dis Date	Discharge date
Status	Status of the entry

Status Column Abbreviations

Status	Description
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X	Does not meet the exception criteria
O	This UR is also on another account
M	The item was manually added to the Consolidation Queue
H	There is a hold on this request
E	Exempt Item (e.g. R3E, S4B3)
R	The request is missing from the lab number (e.g. has been removed).

4.6.10 Filter Function

The filter function allows the specific searching of entries via an account.

Filter Options

Field	Description
File No	File number or UR number of the patient
Name	Name of Patient
Start Date	Start date of service
End Date	End date of service

Note: The date fields relate to the Service Dates. If a “Start Date” is entered with no “End Date” the system will automatically use the “Start Date” to fill in the “End Date”, and vice versa.

4.6.10.1 To Filter Entries

1. Select the Filter [SF7] function button.
2. Enter the necessary information via available fields.
Note: All fields can be used independently of each other.
3. Select the Save icon or press [F4] to execute the filter.

Note: The criteria entered via each of the applicable fields remain in place until deleted or changed for another search.

4.6.11 To Access Reception of an Entry

Select the Reception [SF10] function button.



4.6.11.1 To Access Account Details of an Entry

To access the Account maintenance screen of an entry, select the Account Details [CF6] function button.

4.6.12 Patient Summary [F7]

This function allows a user to view any other lab number for those patients that are in the Consolidation Queue against another account number.

Note: This sub tab is displayed differently from other Divisions.

Public Health: Package Summary

Forensics: UR/Case Summary

Function Buttons

Function	Description
Hold [F8]	Place an entry on hold.
Change Account [SF7]	Change current account number.
Reception [SF10]	Access the reception screen of the account.

4.6.13 Hold an Entry from Consolidation

1. Highlight the required entry.
2. Select the Hold [F8] function button
"H" displays against via the associated entry's status column.

4.6.14 To Change Account

1. Select Change Account [SF7] function button
2. At the prompt "New Account", enter the required account number.
3. Select OK or press <Enter> to continue or Cancel to cancel action.
4. At the prompt "Are you sure (y/n)?", click Yes or press <Enter> to continue or click No to cancel.
Transactions are moved to the new account.

4.7 Public Billing Queue

Public Billing enables the user to consolidate public laboratory records and lists all patients for a particular HCF. Public accounts are initially consolidated via the existing Consolidation



Queue and are then placed in the Public Billing queue. A batch number is assigned to the queue entries for the Health Care Facility in the Public Billing Queue screen.

A trial consolidation can be performed if required, which displays the batch number and the total dollar amount for that batch. The Public Billing Batch screen is then used to create an invoice. Before the invoice is created, a final consolidation is performed by the system (to cater for any amendments required).

If necessary, a transmission is initiated to send a file to a machine within the client's network. This file is transmitted by FTP and incorporates a formatted report. The client is then responsible for transmitting the file to the relevant Health Care Facility.

The invoice is then sent to the public invoice queue so that it can be printed.

4.7.1 To Display the Public Billing Queue

Select the Public Billing Queue tab.

Table columns

Field	Description
Health Care Facility	Name of the Health Care Facility
Account	Account Number
Account Name	Account Name
# Pending	Number of requests available for billing

4.7.1.1 To Display Public Queue Entries for an Account

Select the required entry and double-click or press <Enter>.

4.8 Public Billing Queue Entries

This screen displays the Queue entries for the Account selected in the previous screen.

Table columns

Field	Description
Batch	Batch number of entry
Lab No.	Laboratory number of entry



Request	Request on the laboratory number
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Function Available

Function	Description
Assign Batch No [F6]	Assign a batch number to a transaction. The associated entry will then display via the public batch management screen.

4.8.1 To Assign Batch No.

To assign a batch number to an entry, select the Assign Batch No [SF6] function button. The entries will then display via the public batch management screen.

4.9 Public Billing Batches

The public batch management screen lists all batches that have been created for each health care facility displayed by current month. If an invoice has been created the invoice number will be displayed.

Display List

Field	Description
Batch No.	Allocated Batch number
Created	Date Batch was created
Invoice No	Invoice No. of Batch (If an invoice was created)
HCF	Name of Health Care Facility

4.9.1 To Search by the Date

1. Select the Enter Date [F8] function button.
2. At the prompt *“Enter Date”*, enter the date (mm/yyyy) required.
3. Select OK or press Enter to continue or Cancel to cancel action.

OR

1. Select the left arrow icon next to date to alter the date.
2. Select the right arrow icon next to date to alter the date.



4.9.2 To Display the Transactions for a Batch

1. Highlight the required batch which does not have an invoice number and double-click or press <Enter>.
2. The next screen displays the entries of the associated batch.

Function Buttons

Function	Description
Trial Consolidation [F5]	View the invoice total after the coning rules have been applied.
Toggle Display Mode [F8]	Toggle the list between a single batch and all batches
Remove from Batch [SF6]	Remove entry from the Batch and return it to the Public Billing queue

4.9.3 Trial Consolidation

This function allows the user to view the invoice total after the coning rules have been applied.

4.9.3.1 To Perform a Trial Consolidation

1. Select the Trial Consolidation [F5] function button.
2. The Batch Number and Batch Total are displayed via the Batch Invoice screen.

4.10 Batch Invoice Screen

Function Buttons

Function	Description
Create Invoice [SF5]	Creates an invoice for public billing

4.10.1 To Create an Invoice

To create an invoice, select the Create Invoice [SF5] function button. An invoice is created for the value of the trial consolidation and an invoice number assigned.

Note: The Invoice number is not displayed until the Public Billing Batches screen is refreshed.



4.10.2 To Access Adhoc Invoice Entry

1. Highlight the required batch that has an invoice number.
2. Double-click or press <Enter>.
3. The Adhoc Invoice Entry screen is displayed for that invoice.

4.10.3 To Remove Entry from Batch

1. Highlight the required entry to be removed.
2. Select the Remove Batch [SF6] function button.
3. The Batch No. is removed, and the entry is returned to the Public Billing queue.

4.11 Historic Public Billing Queues

The 'Historic Public Print Queues' function lists all public invoices created on a specific date and is used to access and print the detail and summary reports to accompany public invoices.

Table columns

Field	Description
Time	The time/date the invoice was created
HCF	Health Care Facility associated with the Invoice
Account	Account number associated with the Invoice
Count	Number of Batches in the invoice

4.11.1 To Search by Date

1. Select the Enter Date [F8] function button.
2. At the prompt "Enter Date", enter the date (mm/yyyy) require.
3. Select OK or press Enter to continue or Cancel to cancel action.

OR

1. Select left Arrow icon next to date to decrease date.
2. Select right Arrow icon next to date to increase date.

4.11.2 To View Batch Invoice for HCF

To view the Batch Invoices of HCF, highlight the required HCF entry and double-click or press <Enter>.

The Batch Invoices are displayed via the Batch Invoice screen.



4.11.3 Batch Invoice Screen

Function Buttons

Function	Description
Details [F7]	To view the detail report for a batch
Print All Details [SF7]	Print all details from the Batch required.

4.11.3.1 To View Details of the Batch

Highlight the required Batch Number and select the Detail [F7] function button.

4.11.3.2 To Print All Details

1. Highlight the required Batch Number and select the Print All Details [SF7] function button.
2. The “Enter printer” prompt is displayed.
3. Select the required printer device.
4. Select OK or press Enter to continue or Cancel to cancel action.

4.11.3.3 To View the Transactions of the Batch

Highlight the required Batch Number and double-click or press <Enter>.

4.11.4 Transactions

The Transactions screen displays the transactions that make up the batch previously highlighted.

Table columns

Field	Description
CCG	CCG number/Batch number
Item No.	Item No. of Transaction
Amount	Amount of the transaction



5. Queues

Evolution vLab™ can be configured by the System Administrator to perform some or all its reporting for billing through an automatic report queuing facility. Billing reports are grouped according to report format, with the ability to force immediate processing of a particular report.

This reporting option offers the user the ability to generate the four most often required reporting statements namely **Individual invoices, Public invoices, Receipts and Reminder notices**.

5.1 Individual Invoices

The individual invoices queue displays all invoices, other than public invoices, ready for printing. Individual invoices or all invoices can be printed. A search filter enables selection of the types of invoices required to be display on the screen.

5.1.1 To display the details of the Current Billing queues

To display the details of the Current Billing Queue for Individual Invoices, select the Details [CF5] tab.

5.1.2 To display the details of the Old Queues

To display the details of Old queues for Individual Invoices, select the Old Queues [F7] tab.

5.1.3 To View Individual Invoices

1. Select the required entry and double-click or press <Enter>.
2. The Individual Invoices are displayed by Account via the next screen.

Function Buttons

Function	Description
Output All [F5]	Prints all entries in the current queue
Output Entry [F6]	Prints a single entry in the current queue
Filter [F8]	Filters queue as required



5.1.4 To Output an Invoice Entry

To print a single required invoice, highlight the applicable entry and select the Output Entry [F6] function button.

5.1.5 To Output All Invoices

To print all invoices in the current billing queue, select the Output All [F5] function button.

5.1.6 To Filter the Queue

1. Select the Filter [F8] function button to activate the filter fields.
2. Fill in the required sort criteria.

Filter Fields

Filter	Description	F1 Lookup
Sort Entries By	Enter a sort criteria (H)CF, (N)ame, (A)ccount or (P)ostcode	
HCF	Filter queue by HCF	Yes
Collection Centre	Filter queue by a valid Collection Centre	Yes
Inpatient Only	Filter queue by Inpatients	Yes
Outpatient Only	Filter queue by outpatients	Yes
Direct to Printer	Directs the print run to a printer other than the default.	Yes

Note: If a HCF is selected the Collection Centre is valid to that HCF.

If Inpatient is selected Outpatient cannot, and vice versa.

1. Select the Save icon or press F4 to apply values in the filter box.
2. An updated queue list is displayed.

5.1.7 Old Queues - Processed Output Runs

This screen displays previously processed output run times for Invoices. The most recent output run time is at the top of the list. The list can be searched by Date.



5.1.8 To View/Reprint Processed Output Runs

1. Highlight the required entry and double-click or press <Enter>. The Old Billing Queues screen is displayed according to queue name and HCF.
2. Highlight the required entry and select the Output Entry [F6] function button to reprint an individual invoice or select the Output All [F5] function button to reprint all displayed invoices.

5.1.9 To Change to a Specific Date

1. Select the Enter Date [F8] function button.
2. At the prompt “Enter Date”, enter a date (ddmmyyyy or dd/mm/yyyy).
3. Click OK or <Enter> to continue or click Cancel to abort.

Alternatively:

1. Select the left arrow icon next to the date field to view the previous date.
2. Select right arrow icon next to the date field to view the following date.

5.1.10 Public Invoices

The public invoices queue displays all public invoices ready for printing. Individual public invoices or all public invoices can be printed. A search filter enables the selection of the types of invoices that are required to display on the screen.

5.1.11 To display the details of the Current Billing Queues

To display the details of the Current Billing Queue for Public Invoices, select the Details [CF5] tab.

5.1.12 To display the details of the Old Queues

To display the details of Old queues for Public invoices, select the Old Queues [F7] tab.

5.1.13 To view Public Invoices

1. Select the required entry and double-click or press <Enter>.
2. The individual Public invoices to be printed by Account are displayed via the next screen.

Function Buttons

Function	Description
Output All [F5]	Prints all entries in the current queue



Output Entry [F6]	Prints a single entry in the current queue
Filter [F8]	Filters queue as required

5.1.14 To Output an Invoice Entry

To print a single required Public invoice, highlight the required entry and select the Output Entry [F6] function button.

5.1.15 To Output All Invoices

To print all Public invoices in the current billing queue, select the Output All [F5] function button.

5.1.16 To Filter the Queue

1. Select the Filter [F8] function button to activate the filter fields.
2. Fill in the required sort criteria, as explained in the table below.
3. Select the Save icon or press F4 to apply values in the filter box.
4. An updated queue list is displayed.

Filter Fields

Filter	Description	F1 Lookup
Sort Entries By	Enter a sort criteria (H)CF, (N)ame, (A)ccount or (P)ostcode	
HCF	Filter queue by HCF	Yes
Collection Centre	Filter queue by a valid Collection Centre	Yes
Inpatient Only	Filter queue by inpatients	Yes
Outpatient Only	Filter queue by outpatients	Yes
Direct to Printer	Directs the print run to a printer other than the default.	Yes

Note: If a HCF is selected the Collection Centre is valid to that HCF.

If Inpatient is selected Outpatient cannot be selected, and vice versa.



5.1.17 Old Queues - Processed Output Runs

This screen displays the previously processed output run times for Public Invoices. The most recent output run time is at the top of the list. The list can be searched by Date.

5.1.18 To View/Reprint Processed Output Runs

1. Highlight the required entry and double-click or press <Enter>. The Old Billing queue screen is displayed according to queue name and HCF.
2. Highlight the required entry and select the Output Entry [F6] function button to reprint an Individual Public Invoice or select the Output All [F5] function button to reprint all displayed Public invoices.

5.1.19 To Change to a Specific Date

1. Select the Enter Date [F8] function button.
2. At the prompt "Enter Date", enter a date (ddmmyyyy or dd/mm/yyyy).
3. Click OK or <Enter> to continue or click Cancel to abort.

Alternatively:

1. Select the left arrow icon next to the date field to view the previous date.
2. Select right arrow icon next to the date field to view the following date.

5.1.20 Receipts

The Receipts queue displays all receipts ready for printing. Individual receipts or all receipts can be printed. A filter function allows selection of required receipts.

5.1.21 To display the details of the Current Billing Queues

To display the details of the Current Billing Queues for receipts, select the Details [CF5] tab.

5.1.22 To display the details of the Old Queues

To display the details of Old queues for receipts, select the Old Queues [F7] tab.

5.1.23 To View Individual Receipts

1. Select the required entry and double-click or press <Enter>.
2. The individual receipts to be printed by Account are displayed via the next screen.

Function Buttons



Function	Description
Output All [F5]	Prints all entries in the current queue
Output Entry [F6]	Prints a single entry in the current queue
Filter [F8]	Filters queue as required

5.1.24 To Output a Receipt Entry

To print a single required receipt, highlight the required entry and select the Output Entry [F6] function button.

5.1.25 To Output All Receipts

To print all receipts in the current billing queue, select the Output All [CF5] function button.

5.1.26 To Filter the Queue

1. Select the Filter [F8] function button to activate the filter fields.
2. Fill in the required sort criteria.

Filter Fields

Filter	Description	F1 Lookup
Sort Entries By	Enter a sort criteria (H)CF, (N)ame, (A)ccount or (P)ostcode	
HCF	Filter queue by HCF	Yes
Collection Centre	Filter queue by a valid Collection Centre	Yes
Inpatient Only	Filter queue by Inpatients	Yes
Outpatient Only	Filter queue by outpatients	Yes
Direct to Printer	Directs the print run to a printer other than the default.	Yes

Note: If a HCF is selected the Collection Centre is valid to that HCF. If Inpatient is selected Outpatient cannot, and vice versa.



1. Select the Save icon or press F4 to apply values in the filter box.
2. An updated queue list is displayed.

5.1.27 Old Queues - Processed Output Runs

This screen displays the previously processed output run times for Receipts. The most recent output run time is at the top of the list. The list can be searched by Date.

5.1.28 To View/Reprint Processed Output Runs

1. Highlight the required entry and double-click or press <Enter>. The Old Billing queue screen is displayed according to queue name and HCF.
2. Highlight the required entry and select the Output Entry [F6] function button to reprint an individual receipt or select the Output All [F5] function button to reprint all displayed receipts.

5.1.29 To Change to a Specific Date

1. Select the Enter Date [F8] function button.
2. At the prompt *“Enter Date”*, enter a date (ddmmyyyy or dd/mm/yyyy).
3. Click OK or <Enter> to continue or click Cancel to abort.

Alternatively:

1. Select the left arrow icon next to the date field to view the previous date.
2. Select right arrow icon next to the date field to view the following date.

5.2 Reminder Notices

The Reminder Notices queue displays all reminder notices that have been queued and are ready for printing. Individual reminder notices or all reminder notices can be printed.

Reminder notices need to be queued via the Reminder Notices tab in the Financial Reports menu before they display on the reminder notices printing queue.

5.2.1 To display the details of the Current Billing Queues

To display the details of the Current Queue for reminder notices, select the Details [CF5] tab.

5.2.2 To display the details of the Old Queues

To display the details of Old queues for reminder notices, select the Old Queues [F7] tab.

5.2.3 Current Billing Queues

This screen displays the details of the current billing queues for Reminder notices.



Function Buttons

Function	Description
Output All [F5]	Prints all entries in the current queue
Output Entry [F6]	Prints a single entry in the current queue
Filter [F8]	Filters queue as required

5.2.4 To Output a Reminder notices entry

To print a single Reminder notice, highlight the required entry and select the Output Entry [F6] function button.

5.2.5 To Output All Reminder notices

To print all Reminder notices in the current billing queue, select the Output All [CF5] function button.

5.2.6 To Filter the Queue

1. Select the Filter [F8] function button to activate the filter fields.
2. Fill in the required sort criteria.

Filter Fields

Filter	Description	F1 Lookup
Sort Entries By	Enter a sort criteria (H) CF, (N) ame, (A) ccount or (P) ostcode	
HCF	Filter queue by HCF	Yes
Collection Centre	Filter queue by a valid Collection Centre	Yes
Inpatient Only	Filter queue by Inpatients	Yes
Outpatient Only	Filter queue by outpatients	Yes
Direct to Printer	Directs the print run to a printer other than the default.	Yes

Note:



If a HCF is selected the Collection Centre is valid to that HCF. If Inpatient is selected Outpatient cannot, and vice versa.

1. Select the Save icon or press F4 to apply values in the filter box.
2. An updated queue list is displayed.

5.2.7 Old Queues - Processed Output Runs

This screen displays the previously processed output run times for Reminder Notices. The most recent output run time is at the top of the list. The list can be searched by Date.

5.2.8 To View/Reprint Processed Output Runs

1. Highlight the required entry and double-click or press <Enter>. The Old Billing queue screen is displayed according to queue name and HCF.
2. Highlight the required entry and select the Output Entry function [F6] button to reprint an individual reminder notice or select the Output All [F5] function button to reprint all displayed reminder notices.

5.2.9 To Change to a Specific Date

1. Select the Enter Date [F8] function button.
2. At the prompt *“Enter Date”*, enter a date (ddmmyyyy or dd/mm/yyyy).
3. Click OK or <Enter> to continue or click Cancel to abort.

Alternatively:

1. Select the left arrow icon next to the date field to view the previous date.
2. Select right arrow icon next to the date field to view the following date.



6. Daysheets

The Billing module includes several reports that enable the user to review and track transaction activity. Daysheets provide an overview of the transactions that have occurred on a particular day. The following Daysheets are available: Invoice, Invoice Reversal, Receipt, Receipt Reversal, Write Off, Write Off Reversal, Adjustment, Refund, and Auto Writeoff. All Daysheets are built as part of an overnight process; the Daysheets for a given date are therefore available the following day. Each Daysheet has the same format and can be filtered by Account Type Group or Account Type.

6.1 Invoice

The Invoice Daysheet lists all invoices created on the specified date.

Table columns

Field	Description
Invoice No	Invoice Number
A/C Type	Account Type
Account	Account Number
Name	Name of Account
Taxable	Taxable Amount
GST Free	GST Free Amount
GST	GST Amount
Total	Total Amount of Invoice

Function Buttons

Function	Description
Enter Date [F8]	Access the Daysheet for a specific date. <ol style="list-style-type: none">At the prompt "Enter Date", specify the desired date in an appropriate format such as ddmmyyyy or y for yesterday. Refer to the section Date and time/date formats in the Introduction for more information.



	2. Select OK <Enter> to load the specified Daysheet, or Cancel [Esc] to abort.
Account Type Group Filter [F7]	<p>Filter the current Daysheet to display entries only for a specified Account Type Group or Account Type.</p> <ol style="list-style-type: none"> 1. At the prompt <i>“Account Type Group”</i>, specify the Account Type Group if desired (F1 Lookup available) and select OK <Enter> to filter by the nominated Group. Select Cancel [Esc] to instead proceed to the next prompt. 2. At the prompt <i>“Account Type”</i>, specify the Account Type if desired (F1 Lookup available) and select OK <Enter> to filter by the nominated Account Type. Select Cancel [Esc] to abort the filter action.

6.1.1 To Display the Details for a given entry via the Daysheet

Highlight and double-click the relevant entry or press Enter. The “Invoice Transactions” screen for the invoice in question is displayed.

6.1.2 To View the Daysheet for a Specific Date

The Daysheet for a particular date is accessed via the Enter Date [F8] function button, described via the table above.

The Daysheets may also be browsed via the blue and white arrow icons either side of the date text box. Use the arrow buttons to view the Daysheet for the desired date.

6.1.3 To Filter the Daysheet by Account Type Group or Account Type

Select the Account Type Group Filter [F7] function button, described via the table above.

6.2 Invoice Reversal

The Invoice Reversal Daysheet lists all invoice reversals performed on the specified date.

Table columns

Field	Description
Invoice No	Invoice Number
A/C Type	Account Type
Account	Account Number



Name	Name of Account
Taxable	Taxable Amount
GST Free	GST Free Amount
GST	GST Amount
Total	Total Amount of Invoice

Function Buttons

Function	Description
Enter Date [F8]	<p>Access the Daysheet for a specific date.</p> <ol style="list-style-type: none"> At the prompt <i>“Enter Date”</i>, specify the desired date in an appropriate format such as ddmmyyyy or y for yesterday. Refer to the section Date and time/date formats in the Introduction for more information. Select OK <Enter> to load the specified Daysheet or Cancel [Esc] to abort.
Account Type Group Filter [F7]	<p>Filter the current Daysheet to display entries only for a specified Account Type Group or Account Type.</p> <ol style="list-style-type: none"> At the prompt <i>“Account Type Group”</i>, specify the Account Type Group if desired (F1 Lookup available) and select OK <Enter> to filter by the nominated Group. Select Cancel [Esc] to instead proceed to the next prompt. At the prompt <i>“Account Type”</i>, specify the Account Type if desired (F1 Lookup available) and select OK <Enter> to filter by the nominated Account Type. Select Cancel [Esc] to abort the filter action.

6.2.1 To Display the Details for a given entry via the Daysheet

Highlight and double-click the relevant entry or press Enter. The “Invoice Transactions” screen for the invoice in question is displayed.



6.2.2 To View the Daysheet for a Specific Date

The Daysheet for a particular date is accessed via the Enter Date [F8] function button, described via the table above.

The Daysheets may also be browsed via the blue and white arrow icons either side of the date text box. Use the arrow buttons to view the Daysheet for the desired date.

6.2.3 To Filter the Daysheet by Account Type Group or Account Type

Select the Account Type Group Filter [F7] function button, described via the table above.

6.3 Receipt

The Receipt Daysheet lists all receipts for the specified date.

Table columns

Field	Description
Receipt No	Receipt Number
A/C Type	Account Type
Account	Account Number
Name	Name of Account
Taxable	Taxable Amount
GST Free	GST Free Amount
GST	GST Amount
Total	Total Amount of Invoice

Function Buttons

Function	Description
Enter Date [F8]	<p>Access the Daysheet for a specific date.</p> <ol style="list-style-type: none"> At the prompt <i>“Enter Date”</i>, specify the desired date in an appropriate format such as ddmmyyyy or y for yesterday. Refer to the section Date and time/date formats in the Introduction for more information.



	<ol style="list-style-type: none"> 2. Select OK <Enter> to load the specified Daysheet, or Cancel [Esc] to abort.
Account Type Group Filter [F7]	<p>Filter the current Daysheet to display entries only for a specified Account Type Group or Account Type.</p> <ol style="list-style-type: none"> 1. At the prompt “Account Type Group”, specify the Account Type Group if desired (F1 Lookup available) and select OK <Enter> to filter by the nominated Group. Select Cancel [Esc] to instead proceed to the next prompt. 2. At the prompt “Account Type”, specify the Account Type if desired (F1 Lookup available) and select OK <Enter> to filter by the nominated Account Type. Select Cancel [Esc] to abort the filter action.

6.3.1 To Display the Details for a given entry via the Daysheet

Highlight and double-click the relevant entry or press Enter. The “Receipt Entry” screen for the receipt in question is displayed.

6.3.2 To View the Daysheet for a Specific Date

The Daysheet for a particular date is accessed via the Enter Date [F8] function button, described via the table above.

The Daysheets may also be browsed via the blue and white arrow icons either side of the date text box. Use the arrow buttons to view the Daysheet for the desired date.

6.3.3 To Filter the Daysheet by Account Type Group or Account Type

Select the Account Type Group Filter [F7] function button, described via the table above.

6.4 Receipt Reversal

The receipt reversals daysheet lists all the receipt cancellations and de-allocations for a specified date. All daysheets are rebuilt via an overnight process.

Table columns

Field	Description
-------	-------------



Receipt No	Receipt No. of transaction
A/C Type	Account Type
Account	Account No.
Name	Name of Account
Taxable	Taxable Amount
GST Free	GST Free Amount
GST	GST Amount
Total	Total Amount of Invoice

6.4.1 To Display the Receipt Reversal Details

To display the Receipt Details of an entry, highlight the required entry and double-click or press <Enter>.

Function Buttons

Function	Description
Enter date [F8]	View day sheet from specific date (dd/mm/yyyy)
Account Type Group Filter [F7]	Filter list according to account group types

6.4.2 To view the Receipt Reversal Daysheet for a specific date

1. Select the Enter Date [F8] function button.
2. At the prompt "Enter Date", enter a date (ddmmyyyy or dd/mm/yyyy).
3. Press <Enter> to continue. The daysheet is displayed for the nominated date.

Alternatively:

1. Use the arrow buttons to view the Daysheet for the desired date.

6.4.3 To filter the Receipt Reversal Daysheet by Account Type Group

1. Select the Account Type Group Filter [F7] function button.
2. Enter the required Account Type Group mnemonic or use the F1 Lookup function.



3. Select OK to continue or press <Enter> to continue or Cancel to cancel action.
4. The daysheet is filtered by account group type is displayed.

6.5 Write Off

The Write Off Daysheet lists all transactions written-off for a specific date with the reason for the write-off. The Write Off Daysheet defaults to the current date. All daysheets are rebuilt via an overnight process.

Table columns

Field	Description
Invoice/Receipt No	Invoice or Receipt No. of transaction
A/C Type	Account Type
Account	Account No.
Name	Name of Account
Taxable	Taxable Amount
GST Free	GST Free Amount
GST	GST Amount
Total	Total Amount of Invoice

6.5.1 To Display the Invoice or Receipt Details

To display the Invoice or Receipt Details of an entry, highlight the required entry and double-click or press <Enter>.

Function Buttons

Function	Description
Enter Date [F8]	View day sheet from specific date (dd/mm/yyyy)
Account Type Group Filter [F7]	Filter list according to account group types



6.5.2 To view the Write Off Daysheet for a specific date

1. Select the Enter Date [F8] function button.
2. At the prompt "Enter Date", enter a date (ddmmyyyy or dd/mm/yyyy).
3. Press <Enter> to continue. The daysheet is displayed for the nominated date.

Alternatively:

1. Use the arrow buttons to view the Daysheet for the desired date.

6.5.3 To filter the Write Off Daysheet by Account Type Group

1. Select the Account Type Group Filter [F7] function button.
2. Enter the required Account Type Group mnemonic or use the F1 Lookup function.
3. Select OK to continue or press <Enter> to continue or Cancel to cancel action.
4. The daysheet filtered by account group type is displayed.

6.6 Write Off Reversal

The Write Off Reversal Daysheet lists all reversals of write-offs for a specific date. All daysheets are rebuilt via an overnight process.

Table columns

Field	Description
Invoice /Receipt No	Invoice or Receipt No. of transaction
A/C Type	Account Type
Account	Account No
Name	Name of Account
Taxable	Taxable Amount
GST Free	GST Free Amount
GST	GST Amount
Total	Total Amount of Invoice



6.6.1 To Display the Invoice or Receipt Details

To display the Invoice or Receipt Details of an entry, highlight the required entry and double-click or press <Enter>.

Function Buttons

Function	Description
Enter Date [F8]	View day sheet from specific date (dd/mm/yyyy)
Account Type Group Filter [F7]	Filter list according to account group types

6.6.2 To view the Write Off Reversal Daysheet for a specific date

1. Select the Enter Date [F8] function button.
2. At the prompt “Enter Date”, enter a date (ddmmyyyy or dd/mm/yyyy).
3. Press <Enter> to continue. The daysheet is displayed for the nominated date.

Alternatively:

1. Use the arrow buttons to view the Daysheet for the desired date.

6.6.3 To filter the Write Off Reversal Daysheet by Account Type Group

1. Select the Account Type Group Filter [F7] function button.
2. Enter the required Account Type Group mnemonic or use the F1 Lookup function.
3. Select OK to continue or press <Enter> to continue or Cancel to cancel action.
4. The daysheet filtered by account group type is displayed.

6.7 Adjustment

The Adjustment daysheet lists all adjustments for a specific date. All daysheets are rebuilt via an overnight process.

Adjustments Daysheet Table

Field	Description
Invoice /Receipt No	Invoice or Receipt No. of transaction
A/C Type	Account Type
Account	Account No



Name	Name of Account
Taxable	Taxable Amount
GST Free	GST Free Amount
GST	GST Amount
Total	Total Amount of Invoice

6.7.1 To Display the Invoice or Receipt Details

To display the Invoice or Receipt Details of an entry, highlight the required entry and double-click or press <Enter>.

Function Buttons

Function	Description
Enter Date [F8]	View day sheet from specific date (dd/mm/yyyy)
Account Type Group Filter [F7]	Filter list according to account group types

6.7.2 To view the Adjustment Daysheet for a specific date

1. Select the Enter Date [F8] function button.
2. At the prompt "Enter Date", enter a date (ddmmyyyy or dd/mm/yyyy).
3. Press <Enter> to continue. The daysheet is displayed for the nominated date.

Alternatively:

1. Use the arrow buttons to view the Daysheet for the desired date.

6.7.3 To filter the Adjustment Daysheet by Account Type Group

1. Select the Account Type Group Filter [F7] function button.
2. Enter the required Account Type Group mnemonic or use the F1 Lookup function.
3. Select OK to continue or press <Enter> to continue or Cancel to cancel action.
4. The daysheet filtered by account group type is displayed.



6.8 Refund

The Refund Daysheet lists all refunds for a specific date with the reason for the refund. All daysheets are rebuilt via an overnight process.

Table columns

Field	Description
Receipt No.	Receipt No. of transaction
A/C Type	Account Type
Account	Account No
Name	Name of Account
Taxable	Taxable Amount
GST Free	GST Free Amount
GST	GST Amount
Total	Total Amount of Invoice

6.8.1 To Display the Receipt Details

To display the Receipt Details of an entry, highlight the required entry and double-click or press <Enter>.

Function Buttons

Function	Description
Enter Date [F8]	View day sheet from specific date (dd/mm/yyyy)
Account Type Group Filter [F7]	Filter list according to account group types

6.8.2 To view the Refund Daysheet for a specific date

1. Select the Enter Date [F8] function button.
2. At the prompt "Enter Date", enter a date (ddmmyyyy or dd/mm/yyyy).
3. Press <Enter> to continue. The daysheet is displayed for the nominated date.

Alternatively:



1. Use the arrow buttons to view the Daysheet for the desired date.

6.8.3 Filter Refund Daysheet by Account Type Group

1. Select the Account Type Group Filter [F7] function button.
2. Enter the required Account Type Group mnemonic or use the F1 Lookup function.
3. Select OK to continue or press <Enter> to continue or Cancel to cancel action.
4. The daysheet filtered by account group type is displayed.

6.9 Auto Write Off

The Auto Write off daysheet lists all auto write-offs for a specific date. All daysheets are rebuilt in an overnight process.

6.9.1 To view the Auto Write Off Daysheet

1. Select the Auto Write Off daysheet tab.
2. At the prompt *"Enter Start Date"*, enter a Start Date (dd/mm/yyyy).
3. Select OK or press <Enter> to continue or select Cancel to cancel action.
4. At the prompt *"Enter End Date"*, enter an End Date (dd/mm/yyyy).
5. Select OK or press <Enter> to continue or select Cancel to cancel action.
6. The Auto Write Off daysheet is displayed.

Table columns

Field	Description
Date	Date of Auto Write Off
User	User performing Auto Write Off
Account	Account Number
Account Name	Name of Account
Invoice	Invoice number
Amount	Amount of Write Off

To filter the Auto Write Off Daysheet by Account Type Group

1. Select the Account Type Group Filter [F7] function button.
2. Enter the required Account Type Group mnemonic or us the F1 Lookup function.
3. Select OK to continue or press <Enter> to continue or Cancel to cancel action.
4. The daysheet filtered by account group type is displayed.



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7. Summary Daysheets

The Summary Daysheets functionality is divided into the same groups as normal daysheets but provide data in the form of totals by account type for each of the billing transactions. The date range can be selected by the user, and the report can be filtered by account type group. Each day sheet has the same format and can be filtered by account type group. The user can view summary daysheets for the following: Invoice, Invoice Reversal, Receipt, Receipt Reversal, Write Off, Write Off Reversal, Adjustment and Refund.

7.1 Invoice

This screen displays a summary view of invoices within a required date range. The list can also be filtered according to the Account group or Account type if required. All daysheets are rebuilt via an overnight process.

Display List

Field	Description
Date	Date of Invoice creation
A/C Type	Account Type
Taxable	Amount of Invoice that is taxable
GST Free	Amount of Invoice if GST Free
GST	GST amount on Invoice
Total	Total Amount of Invoice

Filter Fields

Field	Description	F1 Lookup
Account Group	Account Type Group	Yes
Account Type	Account Type	Yes
Start Date	Start Date required for the Summary daysheet. Mandatory field.	No
Finish Date	End Date required for the Summary daysheet. Mandatory field.	No



7.1.1 To View the Invoice Summary Daysheet

1. Enter the Account Group mnemonic if required via the Account Group field. F1 Lookup available.
2. Enter the Account Type mnemonic if required via the Account Type field. F1 Lookup available.
3. Via the Start Date field, enter the start date required (dd/mm/yyyy)
4. Via the Finish Date field, enter the finish date required (dd/mm/yyyy)
5. Press <Tab> or <Enter>
6. The Invoice summary daysheet is displayed for the entered dates.

Function Buttons

Function	Description
Account Type Group Filter [F7]	Filter list according to account group types
Date Range [F9]	To view the daysheet from specific date (dd/mm/yyyy)

7.1.2 Filter Invoice Summary Daysheet by Account Type Group

1. Select Account Type Group Filter [F7] function button.
2. Enter the mnemonic of the required Account Type Group. F1 Lookup available.
3. Select OK to filter with the required Account Type Group or Cancel to proceed to filter with Account Type.

7.1.3 Filter Invoice Summary Daysheet by Account Type

1. Select Account Type Group Filter [F7] function button.
2. Select Cancel to access Account Type filter.
3. Enter the mnemonic of the required Account Type. F1 Lookup available.
4. Select OK to filter with required Account Type or Cancel to cancel filter.

7.1.4 To change Date Range

1. Select the Date Range [F9] function button.
2. At the prompt *“Enter Start Date”*, enter the Start Date (dd/mm/yyyy) required.
3. Select OK to continue or Cancel to cancel action.
4. At the prompt *“Enter End Date”*, enter the End Date (dd/mm/yyyy) required.
5. Select OK to continue or Cancel to cancel.
6. The Invoice summary daysheet is displayed for the entered dates.



7.2 Invoice Reversal

This screen displays a summary view of reversed invoices within a required date range. The list can also be filtered according to the Account Group or Account Type if required. All daysheets are rebuilt via an overnight process.

Invoice Reversal Summary Table

Field	Description
Date	Date of Invoice reversal
A/C Type	Account Type
Taxable	Amount of Invoice reversal if Taxable
GST Free	Amount of Invoice reversal if GST Free
GST	GST amount on Invoice reversal
Total	Total Amount of Invoice reversal

Filter Fields

Field	Description	F1 Lookup
Account Group	Account Type Group	Yes
Account Type	Account Type	Yes
Start Date	Start Date required for the Summary daysheet. Mandatory field.	No
Finish Date	End Date required for the Summary daysheet. Mandatory field.	No

7.2.1 To View the Invoice Reversal Summary Daysheet

1. Enter the Account Group mnemonic if required via the Account Group field. F1 Lookup available.
2. Enter the Account Type mnemonic if required via the Account Type field. F1 Lookup available.
3. Via the Start Date field, enter the start date required (dd/mm/yyyy)



4. Via the Finish Date field, enter the finish date required (dd/mm/yyyy)
5. Press <Tab> or <Enter>
6. The Invoice Reversal summary daysheet is displayed for the entered dates.

Function Buttons

Function	Description
Account Type Group Filter [F7]	Filter list according to account group types
Date Range [F9]	To View day sheet from specific date (dd/mm/yyyy)

7.2.2 Filter Invoice Reversal Summary Daysheet by Account Type Group

1. Select Account Type Group Filter [F7] function button.
2. Enter the mnemonic of the required Account Type Group, F1 Lookup available.
3. Select OK to filter with the required Account Type Group or Cancel to proceed to filter with Account Type.

7.2.3 Filter Invoice Reversal Summary Daysheet by Account Type

1. Select Account Type Group Filter [F7] function button.
2. Select Cancel to access Account Type filter.
3. Enter the mnemonic of the required Account Type. F1 Lookup available.
4. Select OK to filter with required Account Type or Cancel to cancel filter.

7.2.4 To change the Date Range

1. Select the Date Range [F9] function button.
2. At the prompt *“Enter Start Date”*, enter the start date (dd/mm/yyyy) require.
3. Select OK to continue or Cancel to cancel action.
4. At the prompt *“Enter End Date”*, enter the end date (dd/mm/yyyy) required.
5. Select OK to continue or Cancel to cancel action.
6. The Invoice Reversal summary daysheet is displayed for the entered dates.

7.3 Receipt

This screen displays a summary view of Receipts within a required date range. The list can also be filtered according to the Account group or Account type required. All daysheets are rebuilt in an overnight process.

Receipt Summary Table



Field	Description
Date	Date of Receipt creation
A/C Type	Account Type
Taxable	Amount of Receipt if Taxable
GST Free	Amount of Receipt if GST Free
GST	GST amount on Receipt
Total	Total Amount of Receipt

Filter Fields

Field	Description	F1 Lookup
Account Group	Account Type Group	Yes
Account Type	Account Type	Yes
Start Date	Start Date required for the Summary daysheet. Mandatory field.	No
Finish Date	End Date required for the Summary daysheet. Mandatory field.	No

7.3.1 To View the Receipt Summary Daysheet

1. Enter the Account Group mnemonic if required in the Account Group field. F1 Lookup available.
2. Enter the Account Type mnemonic if required in the Account Type field. F1 Lookup available.
3. At the Start Date field, enter the start date required (dd/mm/yyyy)
4. At the Finish Date field, enter the finish date required (dd/mm/yyyy)
5. The Receipt summary daysheet is displayed for the entered dates.

Function Buttons

Function	Description
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Account Type Group Filter [F7]	Filter list according to account group types
Date Range [F9]	To View day sheet from specific date (dd/mm/yyyy)

7.3.2 Filter Receipt Summary Daysheet by Account Type Group

1. Select Account Type Group Filter [F7] function button.
2. Enter the mnemonic of the required Account Type Group, F1 Lookup available.
3. Select OK to filter with the required Account Type Group or Cancel to proceed to filter with Account Type.

7.3.3 Filter Receipt Summary Daysheet by Account Type

1. Select Account Type Group Filter [F7] function button.
2. Select Cancel to access Account Type filter.
3. Enter the mnemonic of the required Account Type. F1 Lookup available.
4. Select OK to filter with required Account Type or Cancel to cancel filter.

7.3.4 To change the Date Range

1. Select the Date Range [F9] function button.
2. At the prompt *“Enter Start Date”*, enter the Start Date (dd/mm/yyyy) required.
3. Select OK to continue or Cancel to cancel action.
4. At the prompt *“Enter End Date”*, enter the End Date (dd/mm/yyyy) required.
5. Select OK to continue or Cancel to cancel action.
6. The Receipt summary daysheet is displayed for the entered dates.

7.4 Receipt Reversal

This screen displays a summary view of Reversed Receipts within a required date range. The list can also be filtered according to the Account group or Account type required. All daysheets are rebuilt in via overnight process.

Receipt Reversal Summary Table

Field	Description
Date	Date of Receipt reversal



A/C Type	Account Type
Taxable	Amount of Receipt reversal if Taxable
GST Free	Amount of Receipt reversal if GST Free
GST	GST amount on Receipt reversal
Total	Total Amount of Receipt reversal

Filter Fields

Field	Description	F1 Lookup
Account Group	Account Type Group	Yes
Account Type	Account Type	Yes
Start Date	Start Date required for the Summary daysheet. Mandatory field.	No
Finish Date	End Date required for the Summary daysheet. Mandatory field.	No

7.4.1 To View the Receipt Reversal Summary Daysheet

1. Enter the Account Group mnemonic if required in the Account Group field. F1 Lookup available.
2. Enter the Account Type mnemonic if required in the Account Type field. F1 Lookup available.
3. Via the Start Date field, enter the start date required (dd/mm/yyyy)
4. Via the Finish Date field, enter the finish date required (dd/mm/yyyy)
5. Press <Tab> or <Enter>
6. The Receipt Reversal summary daysheet is displayed for the entered dates.

Function Buttons

Function	Description
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Account Type Group Filter [F7]	Filter list according to account group types
Date Range [F9]	To view day sheet from specific date (dd/mm/yyyy)

7.4.2 Filter Receipt Reversal Summary Daysheet by Account Type Group

1. Select Account Type Group Filter [F7] function button.
2. Enter the mnemonic of the required Account Type Group, F1 Lookup available.
3. Select OK to filter with the required Account Type Group or Cancel to proceed to filter with Account Type.

7.4.3 Filter Receipt Reversal Summary Daysheet by Account Type

1. Select Account Type Group Filter [F7] function button.
2. Select Cancel to access Account Type filter.
3. Enter the mnemonic of the required Account Type. F1 Lookup available.
4. Select OK to filter with required Account Type or Cancel to cancel filter.

7.4.4 To change the Date Range

1. Select the Date Range [F9] function button.
2. At the prompt "Enter Start Date", enter the Start Date (dd/mm/yyyy) required.
3. Select OK to continue or Cancel to cancel action.
4. At the prompt "Enter End Date", enter the End Date (dd/mm/yyyy) required.
5. Select OK to continue or Cancel to cancel action.
6. The Receipt Reversal summary daysheet is displayed for the entered dates.

7.5 Write Off

This screen displays a summary view of Written Off transactions within a required date range. The list can also be filtered according to the Account group or Account type required. All daysheets are rebuilt in an overnight process.

Write Off Summary Table

Field	Description
Date	Date of the write off transaction
A/C Type	Account Type
Taxable	Amount of the write off if Taxable



GST Free	Amount of the write off if GST Free
GST	GST amount on the write off
Total	Total Amount of the write off

Filter Fields

Field	Description	F1 Lookup
Account Group	Account Type Group	Yes
Account Type	Account Type	Yes
Start Date	Start Date required for the Summary daysheet. Mandatory field.	No
Finish Date	End Date required for the Summary daysheet. Mandatory field.	No

7.5.1 To View the Write Off Summary Daysheet

1. Enter the Account Group mnemonic if required in the Account Group field. F1 Lookup available
2. Enter the Account Type mnemonic if required in the Account Type field. F1 Lookup available.
3. Via the Start Date field, enter the start date required (dd/mm/yyyy)
4. Via the Finish Date field, enter the finish date required (dd/mm/yyyy)
5. Press <Tab> or <Enter>
6. The Write Off summary daysheet is displayed for the entered dates.

Function Buttons

Function	Description
Account Type Group Filter [F7]	Filter list according to account group types
Date Range [F9]	To View day sheet from specific date (dd/mm/yyyy)

7.5.2 Filter Write Off Summary Daysheet by Account Type Group

1. Select Account Type Group Filter [F7] function button.



2. Enter the mnemonic of the required Account Type Group, F1 Lookup available.
3. Select OK to filter with the required Account Type Group or Cancel to proceed to filter with Account Type.

7.5.3 Filter Write Off Summary Daysheet by Account Type

1. Select Account Type Group Filter [F7] function button.
2. Select Cancel to access Account Type filter.
3. Enter the mnemonic of the required Account Type. F1 Lookup available.
4. Select OK to filter with required Account Type or Cancel to cancel filter.

7.5.4 To change the Date Range

1. Select the Date Range [F9] function button
2. At the prompt "Enter Start Date", enter the Start Date (dd/mm/yyyy) required.
3. Select OK to continue or Cancel to cancel action.
4. At the prompt "Enter End Date", enter the End Date (dd/mm/yyyy) required.
5. Select OK to continue or Cancel to cancel action.
6. The Write off summary daysheet is displayed for the entered dates.

7.6 Write Off Reversal

This screen displays a summary view of Reversed Write Off transactions within a required date range. The list can also be filtered according to the Account group or Account type required. All daysheets are rebuilt in an overnight process.

Write Off Reversal Summary Table

Field	Description
Date	Date of the Write off reversal
A/C Type	Account Type
Taxable	Amount of the Write off reversal if Taxable
GST Free	Amount of the Write off reversal if GST Free
GST	GST amount on Write off reversal
Total	Total Amount of the Write off reversal

Filter Fields



Field	Description	F1 Lookup
Account Group	Account Type Group	Yes
Account Type	Account Type	Yes
Start Date	Start Date required for the Summary daysheet. Mandatory field	No
Finish Date	End Date required for the Summary daysheet. Mandatory field	No

7.6.1 To View the Write off Reversal Summary Daysheet

1. Enter the Account Group mnemonic if required in the Account Group field. F1 Lookup available
2. Enter the Account Type mnemonic if required in the Account Type field. F1 Lookup available.
3. Via the Start Date field, enter the start date required (dd/mm/yyyy)
4. Via the Finish Date field, enter the finish date required (dd/mm/yyyy)
5. Press <Tab> or <Enter>
6. The Write off Reversal summary daysheet is displayed for the entered dates.

Function Buttons

Function	Description
Account Type Group Filter [F7]	Filter list according to account group types
Date Range [F9]	To view day sheet from specific date (dd/mm/yyyy)

7.6.2 Filter Write off Reversal Summary Daysheet by Account Type Group

1. Select Account Type Group Filter [F7] function button.
2. Enter the mnemonic of the required Account Type Group, F1 Lookup available.
3. Select OK to filter with the required Account Type Group or Cancel to proceed to filter with Account Type.



7.6.3 Filter Write off Reversal Summary Daysheet by Account Type

1. Select Account Type Group Filter [F7] function button.
2. Select Cancel to access Account Type filter.
3. Enter the mnemonic of the required Account Type. F1 Lookup available.
4. Select OK to filter with required Account Type or Cancel to cancel filter.

7.6.4 To change the Date Range

1. Select the Date Range [F9] function button.
2. At the prompt *“Enter Start Date”*, Enter the Start Date (dd/mm/yyyy) required.
3. Select OK to continue or Cancel to cancel action.
4. At the prompt *“Enter End Date”*, enter the End Date (dd/mm/yyyy) required.
5. Select OK to continue or Cancel to cancel action.
6. The Write off Reversal summary daysheet is displayed for the entered dates.

7.7 Adjustment

This screen displays a summary view of adjustments done within a required date range. The list can also be filtered according to the Account group or Account type required. All daysheets are rebuilt in an overnight process.

Adjustment Summary Table

Field	Description
Date	Date of the Adjustment
A/C Type	Account Type
Taxable	Amount of the Adjustment if Taxable
GST Free	Amount of Adjustment if GST Free
GST	GST amount on the Adjustment
Total	Total Amount of the Adjustment

Filter Fields

Field	Description	F1 Lookup
Account Group	Account Type Group	Yes



Account Type	Account Type	Yes
Start Date	Start Date required for the Summary daysheet. Mandatory field	No
Finish Date	End Date required for the Summary daysheet. Mandatory field	No

7.7.1 To View the Adjustment Summary Daysheet

1. Enter the Account Group mnemonic if required in the Account Group field. F1 Lookup available.
2. Enter the Account Type mnemonic if required in the Account Type field. F1 Lookup available.
3. Via the Start Date field, enter the start date required (dd/mm/yyyy)
4. Via the Finish Date field, enter the finish date required (dd/mm/yyyy)
5. Press <Tab> or <Enter>
6. The Adjustment summary daysheet is displayed for the entered dates.

Function Buttons

Function	Description
Account Type Group Filter [F7]	Filter list according to account group types
Date Range [F9]	To View day sheet from specific date (dd/mm/yyyy)

7.7.2 Filter Adjustment Summary Daysheet by Account Type Group

1. Select Account Type Group Filter [F7] function button.
2. Enter the mnemonic of the required Account Type Group, F1 Lookup available.
3. Select OK to filter with the required Account Type Group or Cancel to proceed to filter with Account Type.

7.7.3 Filter Adjustment Summary Daysheet by Account Type

1. Select Account Type Group Filter [F7] function button.
2. Select Cancel to access Account Type filter.
3. Enter the mnemonic of the required Account Type. F1 Lookup available.
4. Select OK to filter with required Account Type or Cancel to cancel filter.



7.7.4 To change the Date Range

1. Select the Date Range [F9] function button.
2. At the prompt "Enter Start Date", enter the Start Date (dd/mm/yyyy) required.
3. Select OK to continue or Cancel to cancel action.
4. At the prompt "Enter End Date", enter the End Date (dd/mm/yyyy) required.
5. Select OK to continue or Cancel to cancel action.

The Adjustment summary daysheet is displayed for the entered dates.

7.8 Refund

This screen displays a summary view of refunds made within a required date range. The list can also be filtered according to the Account group or Account type required. All daysheets are rebuilt via an overnight process.

Refund Summary Table

Field	Description
Date	Date of the refund
A/C Type	Account Type
Taxable	Amount of the refund if taxable
GST Free	Amount of the refund if GST Free
GST	GST amount on the refund
Total	Total Amount of the refund

Filter Fields

Field	Description	F1 Lookup
Account Group	Account Type Group	Yes



Account Type	Account Type	Yes
Start Date	Start Date required for the Summary daysheet. Mandatory field	No
Finish Date	End Date required for the Summary daysheet. Mandatory field	No

7.8.1 To view the Refund Summary Daysheet

1. Enter the Account Group mnemonic if required in the Account Group field. F1 Lookup available.
2. Enter the Account Type mnemonic if required in the Account Type field. F1 Lookup available.
3. Via the Start Date field, enter the start date required (dd/mm/yyyy)
4. Via the Finish Date field, enter the finish date required (dd/mm/yyyy)
5. Press <Tab> or <Enter>
6. The Refund summary daysheet is displayed for the entered dates.

Function Buttons

Function	Description
Account Type Group Filter [F7]	Filter list according to account group types
Date Range [F9]	To View day sheet from specific date (dd/mm/yyyy)

7.8.2 Filter Refund Summary Daysheet by Account Type Group

1. Select Account Type Group Filter [F7] function button.
2. Enter the mnemonic of the required Account Type Group, F1 Lookup available.
3. Select OK to filter with the required Account Type Group or Cancel to proceed to filter with Account Type.

7.8.3 Filter Refund Summary Daysheet by Account Type

1. Select Account Type Group Filter [F7] function button.
2. Select Cancel to access Account Type filter.
3. Enter the mnemonic of the required Account Type. F1 Lookup available.
4. Select OK to filter with required Account Type or Cancel to cancel filter.



7.8.4 To change the Date Range

1. Select the Date Range [F9] function button.
2. At the prompt *“Enter Start Date”*, enter the Start Date (dd/mm/yyyy) required.
3. Select OK to continue or Cancel to cancel action.
4. At the prompt *“Enter End Date”*, enter the End Date (dd/mm/yyyy) required.
5. Select OK to continue or Cancel to cancel action.

The Refund summary daysheet is displayed for the entered dates.



8. Monthly Reports

The Monthly Reports functionality is generally used to allow reporting of write-off, reversals and adjustments and display the reasons for each of these transactions. Users can view the monthly Account Balances, Reversal, Write Off, Refund, Adjustment, Receipt and Invoice reports.

8.1 Reversal Report

The Reversal report lists all reversals for an account type or all account types in a specific month.

Monthly Reversal Report Table

Field	Description
Account	Account Number
Account Type	Account Type
Inv/Rec	Invoice or Receipt Number
Name	Name of Account
Amount	Amount of Invoice or Receipt
Description	Description of Transaction

8.1.1 To change the Month of the Reversal Report

1. Select the Enter Date [F8] function button.
2. At the prompt “Enter Date”, enter the date required (mm/yyyy).
3. Select OK or press <Enter> to continue or Cancel to cancel.

The monthly Reversal report of the date required is displayed.

8.1.2 To filter list by Account Type

1. Select the Account Type Filter [SF6] function button.
2. At the prompt “Enter Account Type (Enter for All)”, enter the required mnemonic for the required account type or press Enter for all account types. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to cancel filter.

The Monthly Reversal Report list is displayed with only the filtered account type.



8.2 Write Off Report

The Write Off Report function is a monthly report that displays a summary of all write offs for a specific month.

Write Off Report Table

Field	Description
Account	Account Number
Account Type	Account Type
Invoice	Invoice Number
Name	Name of Account
Write Off Type	Type of Write Off performed e.g. Adjustment or Bad debtor
Amount	Amount of Written off
Description	Description of Write off

8.2.1 To change the Month of the Write off Report

1. Select the Enter Date [F8] function button.
2. At the prompt *“Enter Date”*, enter the date required (mm/yyyy).
3. Select OK or press <Enter> to continue or Cancel to cancel.
4. The Monthly Write Off Report for the date required is displayed.

8.2.2 To filter list by Account Type

1. Select the Account Type Filter [SF6] function button.
2. At the prompt *“Enter Account Type (Enter for All)”*, enter the mnemonic for the required account type or All for all account types. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to cancel filter.
4. The Monthly Write Off Report list is displayed with only the filtered account types.

8.3 Refund Report

The Refund report lists all refunds for an account type or all account types in a specific month.



Refund Report Table

Field	Description
Account	Account Number
Account Type	Account Type
Receipt	Receipt Number
Name	Name of Account
Amount	Amount of the refund
Description	Description of refund

8.3.1 To change the Month of the Refund Report

1. Select the Enter Date [F8] function button.
2. At the prompt *“Enter Date”*, enter the date required (mm/yyyy).
3. Select OK or press <Enter> to continue or Cancel to cancel.
4. The Monthly Refund Report for the date required is displayed.

8.3.2 To filter list by Account Type

1. Select the Account Type Filter [SF6] function button.
2. At the prompt *“Enter Account Type (Enter for All)”*, enter the mnemonic for the required account type or All for all account types. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to cancel filter.
4. The Monthly Refund Report list is displayed with only the filtered account types.

8.4 Adjustment Report

The Adjustment report lists all Adjustments for an account type or all account types in a specific month.

Adjustment Report Table

Field	Description
Account	Account Number
Account Type	Account Type



Adjustment Type	Type of Adjustment
Amount	Amount of Adjustment
Cheque No.	Cheque No. of the refund made
Reference	Reference number of the adjustment
Reason	Reason for adjustment

8.4.1 To change the Month of the Adjustment Report

1. Select the Enter Date [F8] function button.
2. At the prompt *“Enter Date”*, enter the date required (mm/yyyy).
3. Select OK or press <Enter> to continue or Cancel to cancel.
4. The Monthly Adjustment Report for the date required is displayed.

8.4.2 To filter list by Account Type

1. Select the Account Type Filter [SF6] function button.
2. At the prompt *“Enter Account Type (Enter for All)”*, enter the mnemonic for the required account type or All for all account types. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to cancel filter.
4. The Monthly Refund Report list is displayed with only the filtered account types.

8.5 Receipt Report

The Receipt report lists all Receipts for an account type or all account types in a specific month.

Receipt Report Table

Field	Description
Account	Account Number
Account Type	Account Type
Receipt	Receipt Number
Created	Date of Receipt Creation



Name	Name of Account
Amount	Amount of the receipt
Description	Description of receipt

8.5.1 To change the Month of the Receipt Report

1. Select the Enter Date [F8] function button.
2. At the prompt *“Enter Date”*, enter the date required (mm/yyyy).
3. Select OK or press <Enter> to continue or Cancel to cancel.
4. The Monthly Receipt Report for the date required is displayed.

8.5.2 To filter list by Account Type

1. Select the Account Type Filter [SF6] function button.
2. At the prompt *“Enter Account Type (Enter for All)”*, enter the required mnemonic for the required account type or All for all account types. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to cancel filter.
4. The Monthly Receipt Report list is displayed with only the filtered account types.

8.6 Invoice Report

The Invoice report lists all Invoices for an account type or all account types in a specific month.

Invoice Report Table

Field	Description
Account	Account Number
Account Type	Account Type
Invoice	Invoice Number
Created	Date of Invoice Creation
Name	Name of Account
Amount	Amount of the Invoice
Description	Description of Invoice



8.6.1 To change the Month of the Invoice Report

1. Select the Enter Date [F8] function button.
2. At the prompt *“Enter Date”*, enter the date required (mm/yyyy).
3. Select OK or press <Enter> to continue or Cancel to cancel.
4. The Monthly Invoice Report for the date required is displayed.

8.6.2 To filter list by Account Type

1. Select the Account Type Filter [SF6] function button.
2. At the prompt *“Enter Account Type (Enter for All)”*, enter the required mnemonic for the required account type or All for all account types. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to cancel filter.
4. The Monthly Invoice Report list is displayed with only the filtered account types.

8.7 Aged Trial Balance (Monthly)

The Aged Trial Balance (ATB) tabulates the outstanding invoices and indicates both the balance and age of each invoice. The aging buckets (periods) are fixed, unlike the Aged Debtors List which indicates the age according to the configured Reminder Notice schedule.

Unlike the Aged Trial Balance accessed via the Debtor Reports menu, this report is produced **on the first day of the month** for the previous month. For example, the report generated on February 1st 2020 is stored and displayed with **Report Date** ‘Jan 2020’; this date is reflected on screen in the report header and in the date text box between the two arrow icons.

Each monthly iteration of the report is stored and remains accessible in **Evolution vLab™** according to standard navigation for Monthly Reports, including the Enter Date [F8] function and arrow icons for moving back and forth between individual months. The user may navigate forward to the report for the current calendar month (e.g. ‘Feb 2020’), which will contain no entries until the first day of the following month. However, the user cannot navigate beyond the current calendar month.

The report contains the columns outlined in the table below. By default, the table entries are arranged in ascending order by **Account No**.

The user may apply a custom table sort according to standard **Evolution vLab™** functionality, by selecting one of the following columns: **Account No**, **A/C Type**, **Invoice**, **Invoice Date** or **Name**. The columns containing monetary amounts are not eligible for custom sorting.

The data may be exported from **Evolution vLab™** via the **Export [CF11]** function. The following Dump Types are supported for this report: TXT (Text), XML, CSV and XLS (Excel).

Columns via the Aged Trial Balance table



Column	Description
Account No	The Account Number for the invoice. For patient invoices this is also the UR Number.
A/C Type	The mnemonic of the account's Account Type.
Invoice	The invoice number (YY.Mmm.N).
Invoice Date	The date the invoice was created (DD-Mmm-YY).
Name	The account name, in the format [Account Surname], [Account Given], derived from the corresponding fields in the Billing Details section of the Account Maintenance screen.
Current	Indicates balances for invoices created within 0-29 days of the date the report was generated.
30 Days 60 Days 90 Days 120 Days 150 Days 180 Days 270 Days 360+ Days (multiple columns)	Indicates balances for invoices belonging to the aging bucket, i.e. 30 Days (30-59), 60 Days (60-89), 90 Days (90-119), 120 Days (120-149), 150 Days (150-179), 180 Days (180-269), 270 Days (270-359), 360+ Days (360 days and older).
Total	The sum of the balances in that row. The total for each monetary column appears in the final row of the table, labelled 'Total'.

8.8 Account Balances

The Account Balances tab lists all Account Balances for all account types in a specific month.

To display the Account Balances report

1. Select the 'Account Balances' tab.
2. Highlight the account of interest and press <Enter> to display the Account Maintenance screen.



The purpose of the 'Account Balances' report exists to highlight accounts with incorrect balances and assist with troubleshooting. If everything is balanced, then the report would be empty. This report screen allows the user to see the problem accounts and decide when/how/if they need to be rectified.

Columns via the Monthly Account Balances table

Column	Description
Account No	The Account Number for the invoice. For patient invoices this is also the UR Number.
Name	The account name, in the format [Account Surname], [Account Given], derived from the corresponding fields in the Billing Details section of the Account Maintenance screen.
Time/Date	The time/date of the report
Actual Balance	The account balance as calculated by the tstats process, which calculates the Period Control Report & Daysheets
Checked Balance	The balance shown on the account at the time the report was generated by the tstats process
Current Balance	The balance shown on the account at the time the report was displayed on the screen



9. Financial Reports

This menu allows the user to view the Bank Deposit Report, Reminder Notices, Daily Transaction Audit, Period Control Report, BAS Report, Invoice Hold List, Adjustment Report, Unbilled Word, General Ledger, Revenue Report and Billing Statistics. Some of the financial reports in the billing module are not dynamically built as with other daysheets and reports in the system. The reports are built via an overnight process. Therefore, report updates will not be available until the next day. The only exceptions to this are the Daily Transaction Audit and the Bank Deposit report are dynamically built.

9.1 Bank Deposit Report

The bank deposit report enables the user to view a selection of payments made over specified dates. The bank deposit report is updated after receipts have been entered and saved throughout the day.

Search Fields

Field	Description	F1 Look Up
Payment Type	Type of Payment Received	Yes
LCC Type	Collection Centre where Payment was processed	Yes
User	User processing the Payment	Yes
Batch	Receipt Batch number	No
Bank Account	Bank Account where the payment was deposited	Yes

Bank Deposit Report Table

Field	Description
Record No	Receipt Number of transaction
Account Type	Account Type
Account	Account Number
Name	Name of Account
Paid By	Method of payment received



BSB	BSB Number of cheque
Cheque	Cheque number
Drawer	Name of fund provider
Card	Payment Card Number
Expiry	Payment Card Expiry
Amount Paid	Total amount paid

9.1.1 To view the Bank Deposit Report

1. Enter the mnemonic for a Payment Type or press <Enter> for All payment types. F1 Lookup is available for a list of valid payment types.
Note: When multiple payment types are required, separate each mnemonic with a comma, with no intervening spaces.
For example, if (C)ash were required the user would enter "C". If (C)ash, (V)isa and (B)ankcard were required the user would enter "C,V,B".
2. Enter the mnemonic of the Collection Centre or press <Enter> for All Collection Centres. F1 Lookup is available for a list of valid collection centres.
3. Enter the userid of the user or press <Enter> for all users. F1 Lookup is available for a list of valid users.
4. Enter the Batch Number or press <Enter> for all receipt batches.
5. Enter the Bank Account or press <Enter> for all Bank Accounts. F1 Lookup is available for a list of bank accounts.
6. Select the Save icon or press [F4] to save.
7. The Bank Deposit Report Detail screen defaults to the current day and all receipts for that day are displayed.

9.1.2 Bank Deposit Report Detail

This screen displays a list of payment details within a specified date range.

9.1.3 To view the Report Details Screen

To view the Report Details screen, select the Detail View [SF6] function button.

OR

Select the Payment View [SF7] function button to view the subtotal of each payment type and an overall total for all Payment Types. For example, total of all cash payments.

OR



Select the Summary View [SF8] function button to view a summary of amounts paid by individual accounts. From this screen the user can also drill down individual Accounts to view in detail the individual payment receipt numbers for the account highlighted.

Function Buttons

Function	Description
Detail View [SF6]	Displays the details of each bank deposit made
Payment View [SF7]	Displays the total of each payment type
Summary View [SF8]	Displays the total for each account.
Date Range [F9]	Allows changes to date period

Note: The Bank Deposit Report detail function keys cannot be accessed until the report filters have been applied. When the “Itemise” field on the Payment Type configuration screen is set to no, only the totals are displayed for each payment type when the Bank Deposit Report Payment View is displayed.

9.1.4 To change the Date Range

1. Select the Date Range [F9] function button.
2. At the prompt “Enter Start Date”, enter the required start date (dd/mm/yyyy) or codes can be used. Please see the table below for allowable codes.
3. Select OK or press <Enter> to continue or select Cancel to cancel action.
4. At the prompt “Enter End Date”, enter the required end date (dd/mm/yyyy) or codes can be used. Please see below for allowable codes.

Note: The entered date range must be equal to or less than 1 year. If the entered date range exceeds this limit, the prompt ‘Date range must be <= 1 year’ is displayed.

5. Select OK or press <Enter> to continue or select Cancel to cancel action.
6. The Bank Deposit Report Detail screen defaults to the new date range and all receipts for this range are displayed.

Standard codes for use within the date fields:



Code	Description	Code	Description
w	Start of week	W	End of week
y	Yesterday	Y	Day before yesterday
f	Start of financial year	F	End of financial year
c	Start of calendar year	C	End of calendar year
l	Last financial year start	L	Last financial year end
m	Month start	M	Month end
t	Today	d	Today

9.1.5 To view a Receipt Entry

To view the Receipt Entry screen for an entry, highlight the entry and double-click or press <Enter>.

9.2 Reminder Notices

The Reminder Notices function provides the user with a listing of aged debtors as per the entered date range (usually the date of enquiry).

A reminder notice will be produced 30 days (or the number of days configured) from the date of invoice print and thereafter 30 days (or the number of days configured) from date of print of the previous reminder notice.

The system will move the reminder from level 1 to the next appropriate level provided the reminder has printed and at least 30 days (or the number of days configured) have passed since production of the invoice.

9.2.1 To display Reminder Notices details screen

1. Enter the Company Name (if required) in the company field or press <Enter> for All Company Types.
2. Enter the Account Type mnemonic (if required) in the Account Type field, F1 Lookup available or press <Enter> for All Account Types.
3. Enter the Debtor Type in the Debtor field. Valid values are A (All accounts), B (Accounts with Bad Debt field = Yes), and N (Accounts with Bad Debt field = No).
4. Via the Start Date field, enter the start date (dd/mm/yyyy).
5. Via the Finish Date field, enter the finish date (dd/mm/yyyy).



6. The Reminder Notices Details screen is displayed.

9.2.2 Reminder Notices Details

This screen is displayed when at least a date search is performed in the Reminder Notices screen.

9.2.3 To display the Details screen

Select the Details [CF5] tab.

Reminder Notice Table

Fields	Description
Account No.	Account Number
Account Type	Type of Account
Name	Name of Account
Account Allocation	Account Allocation Amount
Current	Current Outstanding amount before the 1st reminder notice
1st Level	Outstanding amount after the 1st reminder notice
2nd Level	Outstanding amount after the 2nd reminder notice
3rd Level	Outstanding amount after the 3rd reminder notice
Balance	Balance of the account

Function Buttons

Function	Description
Print Reminder Notices [F7]	Prints selected Reminder Notice
Queue All Reminder Notices [SF7]	Place Entries in the Reminder Notices Queue for queued printing



9.2.4 To filter the list by Account Type Group

1. Select the Account Type Group Filter [SF6] function button.
2. At the prompt *"Account Type Group"*, enter the mnemonic of the Account Type Group. F1 Lookup available.
3. Select OK to continue or press <Enter> to continue or Cancel to cancel.
4. The table is displayed with the filter applied.

9.2.5 To Print Reminder Notices

1. Select the Print Reminder Notices [F7] function button.
2. The highlighted Reminder Notice is printed to the configured default printer.

9.2.6 To Queue All Reminder Notices

1. Select the Queue All Reminder Notices [SF7] function button.
2. At the prompt *"Enter minimum amount for reminder"*, enter the minimum dollar value to select the required reminder notices.
3. Select OK or press <Enter> to continue or Cancel to cancel action.
4. At the prompt *"Enter Level (Enter for all)"*, enter the required reminder notice level (1, 2 or 3) or <Enter> for all reminder levels.
5. Select OK or press <Enter> to continue or Cancel to cancel action.
6. These entries will be placed via the Reminder Notices Print Queue for printing.

9.2.7 Reminder Notices Summary

This screen displays a summarised view of the Reminder Notices by Account Type.

9.2.8 To Display the Summary screen

Select the Summary [SF8] tab.

9.3 Daily Transaction Audit

The Daily Transaction Audit displays a record of all transactions created for that day. The table builds dynamically throughout the day. It gives totals of each transaction making it a useful audit tool to ensure that day sheet data is accurate.

The following types of transaction are displayed in the table:



- Invoices
- Invoice Reversals
- Receipts
- Receipt Reversals
- Receipt Cancellations
- Write Offs
- Write Off Reversals
- Invoice Adjustments
- Receipt Adjustments
- Refunds

Daily

Transaction Audit Table

Fields	Description
Transaction	Transaction Number
Inv/Rec	Invoice or Receipt number
Account	Account Number
Name	Account Name
TransType	Transaction Type
Amount	Total Amount of Transaction

Function Buttons

Function	Description
Enter Date [F8]	View the Daily Transaction audit for the specified date
Account Type Group Filter [F7]	Filters the displayed Daily Transaction audit by Account Type Group
Account Filter [SF5]	Filters the displayed Daily Transaction audit by Account
Account Type Filter [SF6]	Filters the displayed Daily Transaction audit by Account Type
Toggle View [SF8]	Toggles the format displayed table by Details, Inv/Rec number and Summary. The toggled views for the Daily Transaction Audit are system defined.



9.3.1 To view Daily Transaction Audit for a Date

1. Select the Enter Date [F8] function button.
2. At the prompt *"Enter Date"*, enter the required date (dd/mm/yyyy)
3. Select OK to continue or Cancel to cancel action.

9.3.2 To filter Table by Account Type Group

1. Select the Account Type Group Filter [F7] function button.
2. At the prompt *"Account Type Group"*, enter the mnemonic of the required account type group. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to cancel.

9.3.3 To filter Table by Account

1. Select the Account Filter function button or press [SF5].
2. At the prompt *"Enter Account No"*, enter the required account number (if known).
3. Select OK or press <Enter> to continue or Cancel to cancel.
4. The table displays all entries with the associated Account Number.

9.3.4 To filter by Account Type

1. Select the Account Type Filter [SF6] function button.
2. At the prompt *"Account Type"*, enter the required mnemonic for the account type. F1 Lookup available.
3. Select <Enter> to continue or Cancel to cancel.

9.3.5 To Toggle View

Select the Toggle View [SF8] function button to toggle the display between the Detailed View, Invoice/Receipt View and Summary View.

9.4 Period Control Report

The Period Control Report provides comprehensive detailing all transactions for account types along with opening and closing balances for the period selected. The report can be filtered by account type group. A report may be generated detailing the transaction, which occurred during a defined date range.

9.4.1 To View a Period Control Report

1. Enter the Account Group mnemonic if required or press <Enter> or <Tab> for all Account Groups, F1 Lookup available.



2. Enter the Account Type mnemonic if required or press <Enter> or <Tab> for all Account Types, F1 Lookup available.
3. Enter Start Date for the report and press <Enter>. The start date is mandatory.
4. Enter the End Date for the report and press <Enter>. The end date is mandatory.

A detailed report is displayed by account type order.

Period Control Report Table

Column	Description
A/C Type	Type of account.
Opening Balance	The closing balance as of the day immediately preceding the period selected.
Invoices	The total invoice transaction for each account type.
Invoice Reversal	The total amount of invoice reversals for each of the account types.
Receipts	The total amount of receipts for each account type.
Receipt Reversal	The total amount of receipt reversals and dishonoured cheques for each account type.
Writeoff	The total amounts of write off for each account type.
Writeoff Reversals	The total amount of write off reversals for each account type.
Adjustments	The total amount of adjustments for each account types.
Closing Balance	The final balance at the end of the period range.

Note: Invoices, Receipt Reversals, Dishonoured cheque amounts, Write off reversals and refunds are added to the opening balance.

Invoice reversals, Receipts, and Write off amounts are subtracted from the opening balance to produce the closing balance.

Function Buttons

Function	Description
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Account Type Group Filter [F7]	Filters the displayed Period control report by Account Type Group and/or account type
Date Range [F9]	To View the Period control report for a specific date (dd/mm/yyyy)

9.4.2 To filter table by Account Type Group and/or Account Type

1. Select the Account Type Group Filter [SF7].
2. At the prompt “Account Type Group”, if required enter the mnemonic of the Account Type Group Filter. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to cancel action.
4. At the prompt “Account Type” if required enter the mnemonic of the Account Type in. F1 Lookup available.
5. Select OK or press <Enter> to continue or Cancel to cancel action.

9.4.3 To change the Date Range

1. Select the Date Range [F9] function button.
2. At the prompt “Enter Start Date”, enter the required Start Date (dd/mm/yyyy).
3. Select OK or press <Enter> to continue or press Cancel to cancel.
4. At the prompt “Enter End Date”, enter the required End Date (dd/mm/yyyy).
5. Select OK or press <Enter> to continue or press Cancel to Cancel.

The table is displayed filtered by the required date range.

9.5 BAS Report

The BAS Report allows a user to produce a Business Activity Statement (BAS). It provides a comprehensive report detailing all transactions for account types, with GST totals, for each Billing Provider. It can be filtered by account type group. A report may be generated detailing the transaction, which occurred during a defined date range.

9.5.1 To view a BAS Report

1. Enter the Account Group mnemonic if required or press <Enter> or <Tab> for all Account Groups, F1 Lookup available.
2. Enter the Account Type mnemonic if required or press <Enter> or <Tab> for all Account Types, F1 Lookup available.
3. Enter Start Date for the report and press <Enter>. The start date is mandatory.
4. Enter the End Date for the report and press <Enter>. The end date is mandatory.

A detailed report will display in account type order.

BAS Report



Column	Description
Account Type	Type of account.
Provider	Provider number Doctor/Billing Provider
Doctor	Mnemonic of Doctor/Billing Provider
Opening Balance	The closing balance as of the day immediately preceding the period selected.
Invoices	The total invoice transaction for each account type.
GST	The total GST on invoice transactions for each account type
Invoice Reversal	The total amount of invoice reversals for each of the account types.
GST	The total GST on invoice reversals for each account type
Receipts	The total amount of receipts for each account type.
GST	The total GST on receipts for each account type
Receipt Reversal	The total amount of receipt reversals for each account type.
GST	The total GST on receipt reversals for each account type
Writeoff	The total amounts of write off for each account type.
GST	The total GST on write offs for each account type
Writeoff Reversal	The total amount of write off reversals for each account type.
GST	The total GST on write off reversals for each account type
Adjustments	The total amount of adjustments for each account types.
GST	The total GST on adjustments for each account type
Closing Balance	The final balance at the end of the period range.



9.5.2 To filter table by Account Type Group and/or Account Type

1. Select the Account Type Group Filter [SF7].
2. At the prompt "Account Type Group", if required enter the mnemonic of the Account Type Group Filter. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to cancel action.
4. At the prompt "Account Type" if required enter the mnemonic of the Account Type. F1 Lookup available.
5. Select OK or press <Enter> to continue or Cancel to cancel action.

9.5.3 To change the Date Range

1. Select the Date Range [F9] function button.
2. At the prompt "Enter Start Date", enter the required Start Date (dd/mm/yyyy).
3. Select OK or press <Enter> to continue or press Cancel to cancel.
4. At the prompt "Enter End Date", enter the required End Date (dd/mm/yyyy).
5. Select OK or press <Enter> to continue or press Cancel to Cancel.

9.6 Invoice Hold List

Items are entered via this list by selecting the Hold Invoice function button via the Account Maintenance screen. It is useful to output this table MS Excel to allow sorting on the "Hold Date". No reminder notices will be generated while an invoice is on hold.

Invoice Hold List Table

Field	Description
Hold Date	Date invoice was put on hold.
Account No.	Account Number associated with Invoice
Invoice No.	Invoice Number
User	User that placed the Invoice on Hold
Outstanding Balance	Outstanding Balance amount of the Invoice

9.6.1 To Access the Account Maintenance Screen of an Entry

To access the Account Maintenance screen, highlight the required entry and double-click or press <Enter>.



9.7 Adjustment Report

This screen displays adjustments made over a required date range.

9.7.1 To view adjustments over a Required Period

1. Enter the required Start Date (dd/mm/yyyy) via the Start Date field.
2. Enter the required End Date (dd/mm/yyyy) via the End Date field.
3. The Adjustments within the entered date range is displayed.

Adjustment Report Table

Field	Description
Date	Date of Adjustment
Transaction No	Transaction number of Adjustment
Type	Type of Adjustment
Account	Account Number
Account Name	Name of the Account
Amount	Amount of the Adjustment
Reference	Reference of the Adjustment
Reason	Reason for the Adjustment
User	User who performed Adjustment

Function Buttons

Function	Description
Account Type Group Filter [F7]	Filters the Adjustment report by Account Type group
Date Range [F9]	To View the Adjustment report for a specific date (dd/mm/yyyy)
Toggle View [SF8]	Toggle Table display between Detailed and Summary View



9.7.2 To filter table by Account Type Group

1. Select the Account Type Group Filter [F7] function button.
2. At the prompt box “*Account Type Group*”, enter the mnemonic of the Account Type Group. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to cancel action.

The adjustments with the required Account Type Group are displayed.

9.7.3 To change Date Range

1. Select the Date Range [F9] function button.
2. At the prompt “*Enter Start Date*”, enter the Start Date (dd/mm/yyyy).
3. Select OK or press <Enter> to continue or Cancel to cancel action.
4. At the prompt “*Enter End Date*”, enter the End Date (dd/mm/yyyy).
5. Select OK or press <Enter> to continue or Cancel to cancel action.

The adjustments within the required date range are displayed.

9.7.4 To toggle the display of the Adjustments Table

To toggle the table display between a Detailed View and Summary View, select the Toggle View [SF8] function button.

9.8 Unbilled Work

Uninvoiced requests are documented via the Unbilled Work report. This report is updated on a nightly basis and itemises the laboratory records and requests specific to the Area Health Service. The table contains one entry per lab record and may be sorted according to standard **Evolution vLab™** functionality.

The grey header panel of the report includes the fields outlined in the following table. The first three filter fields are editable via the Filter [SF8] function. Highlighting an associated entry and pressing Enter opens the results for the highlighted lab record. The user is directed to the first results screen for the selected episode.

The data may be exported from **Evolution vLab™** via the Export [CF11] function. The following Dump Types are supported for this report: TXT (Text), XML, CSV and XLS (Excel). Please exercise care when viewing and editing the exported data in external software such as Microsoft Excel, which renders and manipulates the data according to its own formats.

Note: The Unbilled Work and enhanced Export functionality (including Table Dump Options) are available to licensed customers only.

Fields on the Unbilled Work screen



Field	Description						
Start Date	Indicates the Start Date for the report; references the Service Date column. By default this field is blank. Select Filter [SF8] to set a Start Date. Refer to the section Apply one or more filters for more information.						
Finish Date	Indicates the Finish Date for the report; references the Service Date column. By default this field is blank. Select Filter [SF8] to set a Finish Date. Refer to the section Apply one or more filters for more information.						
Show Zero Amounts	Indicates whether the report includes lab records for which a monetary Estimate is not available. F1 Lookup available. <table border="0"> <tr> <td>Y(es)</td> <td>Includes lab records for which a monetary estimate is not available)</td> </tr> <tr> <td>N(o)</td> <td>Excludes lab records for which a monetary estimate is not available.</td> </tr> <tr> <td>O(nly)</td> <td>Returns only lab records with a null (\$0) estimate.</td> </tr> </table> Select Filter [SF8] to toggle this setting. Refer to the section Apply one or more filters for more information.	Y(es)	Includes lab records for which a monetary estimate is not available)	N(o)	Excludes lab records for which a monetary estimate is not available.	O(nly)	Returns only lab records with a null (\$0) estimate.
Y(es)	Includes lab records for which a monetary estimate is not available)						
N(o)	Excludes lab records for which a monetary estimate is not available.						
O(nly)	Returns only lab records with a null (\$0) estimate.						
Last Run	Indicates when the report data was generated (non-editable).						

Columns in the Unbilled Work table

Field	Description
UR Number	Patient's UR Number, sorted alphanumerically.
Lab Number	The lab number containing the requests.
Name	Patient's name.
Service Date	Service Date for the lab record.
Departments	Mnemonic(s) for the Department(s) associated with the listed requests. Multiple values are output as a comma-separated list.



PEI	Mnemonic for the PEI populated against the lab record.
Requests	<p>The Billable requests (Test/Panel Mnemonics) against the lab record, relevant to the Area Health Service. Multiple values are output as a comma-separated list. Requests that appear in parenthesis are the reflexed "actual request" according to the test processing rules.</p> <p>The output of the mnemonic is colour-coded and reflects the status applied (as determined in the configuration of the orderable request in Test/Panels) when the lab record was inserted to the Unbilled Work Report. Three colours are available:</p> <p>Black Billable requests</p> <p>Blue Non-billable requests</p> <p>Orange Request is billable but cannot be billed. Reasons may include: item will be grand coned out or request is not on translation table.</p> <p>Note: When the configuration for a request is adjusted, existing entries in the report will remain unaltered. If an existing report entry needs to be updated, a Save [F4] will need to be invoked from the registration screen for the lab record. The next time the Unbilled Work report is refreshed overnight, the entry will be updated as appropriate.</p>
Schedule IDs	Medicare Item Number(s) translated from the Tests/Panels in the Requests column. Multiple values are output as a comma-separated list.
Categories	The Mnemonic(s) for the Categories associated with the Requests. Multiple values are output as a comma-separated list.
Account Types	The Mnemonic(s) for the Account Types associated with the Requests. Multiple values are output as a comma-separated list.
Status	<p>Indicates the status of the lab record. The supported statuses are:</p> <p>Pending > No results are populated for the request(s) listed.</p> <p>Unverified > The results for the request(s) listed are populated but not all are validated.</p> <p>Validated > The results for the request(s) listed are populated and validated.</p>



Estimate	The estimated value of the unbilled work for the request(s) listed, in dollars and cents. This column is empty for
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9.8.1 Apply one or more filters

1. Select the Filter [SF8] function button. Populate the filter fields **Start Date**, **Finish Date** and/or **Show Zero Amounts** as required. Press the <Enter> or <Tab> key after entering the value in each field.
 - Enter the **Start Date** and/or **Finish Date** in a valid format, e.g. t for today or 110220 for 11th February 2020. Refer to the section [Date and time/date formats](#) in the Introduction for more information.
 - Enter (y)es or (n)o in the **Show Zero Amounts** field to specify whether to show lab records bearing zero amounts and press <Enter> or <Tab>.
2. Select Save [F4] to apply the filter(s).
3. The Unbilled Work report is refreshed to display data according to the applied filters. A given laboratory record may be accessed via the **Select [F12]** function.
4. Repeat from step 1 to adjust the filters as required.

9.9 General Ledger

This screen allows the user to set the FTP destination, when the extracts are generated, filters for Account Types or Account Type Groups, and the values for some static fields in the extracts (e.g. Set of Books ID and Source).

Each Area Health Service (AHS) has its own General Ledger Configuration, independent of the others. The user may view and edit the configuration only for the Area Health Service they are currently logged in to.

The main configuration fields are as follows.

Active: Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).

FTP: Enter the mnemonic of the configured FTP Address (destination) for the General Ledger files (maximum 13 characters). F1 Lookup available. Recall that FTP Addresses are configured via Administration > Interfaces > FTP Addresses.

Days of Week: Specify the day(s) of the week to generate the General Ledger files, using the codes M, T, W, Th, F, Sa and S (or Su). Multiple days are entered in comma separated format without spaces. Enter 'all' to specify every day of the week.

Time: Specify the time of day at which to generate the General Ledger files. This field accepts the time in 24-hour format, i.e. hhmm or hh:mm. **Evolution vLab™** auto-formats the specified time to include the colon and accepts 00:00 to 23:59.



The **Created**, **Modified** and **Modified By** fields are consistent with standard **Evolution vLab™** **vLab™** functionality.

Definition of General Ledger Extracts

One or more General Ledger extracts may be configured by populating the sub-table.

The columns indicate the configured Agency, Entity, Campus and Active status for each entry; refer to the following section. Entries are created and modified according to standard **Evolution vLab™** functionality.

Create/Modify General Ledger Output

The Create/Modify dialog box for the General Ledger sub-table contains the following fields. The field names in single quotation marks are described in the interface specification.

Active: Enter (y)es or (n)o to specify whether the entry is active. Default is 'no' (inactive).

Agency: Specify the value to output for 'Source agency' (maximum 15 characters). Example: PMC PBRC.

Interface Type: Specify the value to output for 'Interface type' (maximum 15 characters). Example: GSTJOU.

Set of Books ID: Specify the value to output for 'Set of books ID' (maximum 3 characters). Example: 41.

Source: Specify the value to output for 'Source' (maximum 30 characters). Example: PMC PBRC AR JNL.

Entity: Specify the value to output for 'Entity (Segment 1)' (maximum 5 characters). Example: PMC01.

Campus: Specify the value to output for 'Campus (Segment 2)' (maximum 3 characters). Example: Z55.

Cost Centre: Specify the value to output for 'Cost Centre (Segment 3)' (maximum 5 characters). Example: N0503.

Tax Code GST: Specify the GST Tax Code to output in 'Attribute field 8' (maximum 10 characters). Example: G6.

Tax Code GST Free: Specify the GST Free Tax Code to output in 'Attribute field 8' (maximum 10 characters). Example: G3.

Book Short Name: Specify the Book Short Name to output in the extract (maximum 10 characters); see 1.1.3 File Naming Convention in the specification. Example: PMC.

Source Application: Specify the Source Application (maximum 20 characters); see 1.1.3 File Naming Convention in the specification. Example: .

The following filter fields are mutually exclusive; one or the other may be populated, but not both. **Evolution vLab™** automatically clears the other filter field when one is populated.



Account Types: Specify one or more Account Types to which the General Ledger extract applies (maximum 50 characters; F1 Lookup available). Multiple Account Types are accepted in comma separated format without spaces.

Account Type Groups: Specify one or more Account Type Groups to which the General Ledger extract applies (maximum 50 characters; F1 Lookup available). Multiple Account Type Groups are accepted in comma separated format without spaces.

9.9.1 General Ledger Log

The Log is accessed via Billing > Financial Reports > General Ledger. It offers a monthly report of the General Ledger extracts (files) generated by **Evolution vLab™**. By default, the Log displays the extracts generated in the current month, similar to existing monthly reports. The user may navigate to or specify a previous month via the standard arrow icons and Enter Date [F8] function respectively.

The Log contains the following columns.

Date/Time: The date/time the file was created, in the format hh:mm dd-Mmm-yy.

File Name: The name of the file e.g. GL_20171115_PMC._62.

Size: The file size in bytes.

FTP: Indicates whether the file was successfully exported to the FTP destination: 'Success' or 'Fail'.

A given General Ledger file may be viewed in **Evolution vLab™** by highlighting the relevant entry and invoking the Select [F12] function or Enter key.



10. Debtor Reports

This menu allows the user to view the Aged Debtors List, Bad Debt Listing, Bad Debt Batches and the Debtor Risk Report.

10.1 Aged Debtors List

The Aged Debtors List provides the user with a listing of aged debtors in name order as at the date of enquiry. The list defaults to the Details view.

10.1.1 To view the Aged Debtors Details List

To view the Details list of the Aged Debtors List, select the Details [CF5] tab.

Aged Debtors Table

Fields	Description
Account No	Account No.
Account Type	Type of Account
Name	Name of Account
Unallocated	Amount received but not allocated
Current	Current Outstanding amount before the 1st reminder notice
1st Level	Outstanding amount after the 1st reminder notice
2nd Level	Outstanding amount after the 2nd reminder notice
3rd Level	Outstanding amount after the 3rd reminder notice
Balance	Balance of the account

Function Buttons

Function	Description
Account Type Group Filter [F6]	Filters list by Account Type Group
Toggle Screen [F5]	Toggles between Aged Debtors List and Definable Aged Debtor report.



10.1.2 To filter list by Account Type Group

1. Select the Account Type Group Filter [F6].
2. At the prompt "Account Type Group", enter the mnemonic. F1 Lookup available.

The list is displayed with only the Account Type Groups selected being displayed.

10.1.3 Toggle Screen

To toggle the screen between the Aged debtors List and the "definable" Aged Debt Report, select the Toggle Screen [F5] function button.

The **Definable Aged Debt Report** layout is configured by the system administrator and may include necessary information about the "Debtors" which can be used for follow up by the debt collection agency.

The entries displayed when toggle function is used will be the same as the system generated aged debtors list but may include additional details.

The definable Aged Debtors report can be exported into an Excel file without any truncation.

10.1.4 Credits

This screen displays the Aged Debtors list with only amounts credited in all accounts.

10.1.5 To view the Aged Debtors Credits List

To view the Credits list of the Aged Debtors List, select the Credits [F7] tab.

Aged Debtors Table

Fields	Description
Account No.	Account No.
A/C Type	Type of Account
Name	Name of Account
Unallocated	Amount received but not allocated
Current	Current Outstanding amount before the 1st reminder notice
1st Level	Outstanding amount after the 1st reminder notice
2nd Level	Outstanding amount after the 2nd reminder notice
3rd Level	Outstanding amount after the 3rd reminder notice



Balance	Balance of the account
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Function Buttons

Function	Description
Account Type Group Filter [F6]	Filters list by Account Type Group
Toggle Screen [F5]	Toggles between Aged Debtors List and Definable Aged Debtor report.

10.1.6 To filter list by Account Type Group

1. Select the Account Type Group Filter [F6] function button.
2. At the prompt “Account Type Group”, enter the mnemonic. F1 Lookup available.

The list is displayed with only the Account Type Groups selected.

10.1.7 To Toggle the Screen

To toggle the screen between the Aged debtors List and the “definable” Aged Debt Report, select the Toggle Screen [F5] function button

10.1.8 Unallocated

This screen displays Aged Debtors list with all amounts unallocated listed.

10.1.9 To view the Aged Debtors Unallocated List

To view the Unallocated list of the Aged Debtors List, select the Unallocated [F8] tab.

Aged Debtors Table

Fields	Description
Account No.	Account No.



A/C Type	Type of Account
Name	Name of Account
Unallocated	Amount received but not allocated
Current	Current Outstanding amount before the 1st reminder notice
1st Level	Outstanding amount after the 1st reminder notice
2nd Level	Outstanding amount after the 2nd reminder notice
3rd Level	Outstanding amount after the 3rd reminder notice
Balance	Balance of the account

Function Buttons

Function	Description
Account Type Group Filter [F6]	Filters list by Account Type Group
Toggle Screen [F5]	Toggles between Aged Debtors List and Definable Aged Debtor report.

10.1.10 To filter list by Account Type Group

1. Select the Account Type Group Filter [F6] function button.
2. At the prompt “Account Type Group”, enter the mnemonic. F1 Lookup available.

The list is displayed with only the Account Type Groups selected.

10.1.11 To Toggle the Screen

To toggle the screen between the Aged debtors List and the “definable” Aged Debt Report, select the Toggle Screen [F5] function button.

10.1.12 Summary

This screen displays Aged Debtors list summarised for all account types.



10.1.13 To view the Aged Debtors List Summary

To view the Aged Debtors List Summary view, select the Summary [SF8] tab.

Aged Debtors Table

Fields	Description
Account No.	Account No.
A/C Type	Type of Account
Name	Name of Account
Unallocated	Amount received but not allocated
Current	Current Outstanding amount before the 1st reminder notice
1st Level	Outstanding amount after the 1st reminder notice
2nd Level	Outstanding amount after the 2nd reminder notice
3rd Level	Outstanding amount after the 3rd reminder notice
Balance	Balance of the account

Function Buttons

Function	Description
Account Type Group Filter [F6]	Filters list by Account Type Group
Toggle Screen [F5]	Toggles between Aged Debtors List and Definable Aged Debtor report.

10.1.14 To filter list by Account Type Group

1. Select the Account Type Group Filter [F6] function button.
2. At the prompt "Account Type Group", enter the mnemonic. F1 Lookup available.

The list is displayed with only the Account Type Groups selected.



10.1.15 To Toggle the Screen

To toggle the screen between the Aged Debtors List and the “definable” Aged Debt Report, select the Toggle Screen [F5] function button.

10.2 Aged Trial Balance

The Aged Trial Balance (ATB) tabulates the outstanding invoices and indicates both the balance and age of each invoice. The aging buckets (periods) are fixed, unlike the Aged Debtors List which indicates the age according to the configured Reminder Notice schedule.

This report is updated on a **nightly** basis; monthly Aged Trial Balance reports are available via the Monthly Reports submenu. The non-editable field **Last Run** in the header panel indicates when the report was generated. The report contains the columns outlined in the table below. By default, the table entries are arranged in ascending order by **Account No**.

The user may apply a custom table sort according to standard **Evolution vLab™** functionality, by selecting one of the following columns: **Account No**, **A/C Type**, **Invoice**, **Invoice Date** or **Name**. The columns containing monetary amounts are not eligible for custom sorting.

The data may be exported from **Evolution vLab™** via the **Export [CF11]** function. The following Dump Types are supported for this report: TXT (Text), XML, CSV and XLS (Excel).

Note: The Aged Trial Balance and enhanced Export functionality (including Table Dump Options) are available to licensed customers only.

Columns in the Aged Trial Balance table

Column	Description
Account No	The Account Number for the invoice. For patient invoices this is also the UR Number.
A/C Type	The mnemonic of the account’s Account Type.
Invoice	The invoice number (YY.Mmm.N).
Invoice Date	The date the invoice was created (DD-Mmm-YY).
Name	The account name, in the format [Account Surname], [Account Given], derived from the corresponding fields in the Billing Details section of the Account Maintenance screen.
Current	Indicates balances for invoices created within 0-29 days of the date the report was generated.



30 Days 60 Days 90 Days 120 Days 150 Days 180 Days 270 Days 360+ Days (multiple columns)	<p>Indicates balances for invoices belonging to the aging bucket, i.e. 30 Days (30-59), 60 Days (60-89), 90 Days (90-119), 120 Days (120-149), 150 Days (150-179), 180 Days (180-269), 270 Days (270-359), 360+ Days (360 days and older).</p>
Total	<p>The sum of the balances in that row.</p> <p>The total for each monetary column appears in the final row of the table, labelled 'Total'.</p>

10.3 Bad Debt Listing

The Bad Debt Listing table displays accounts with invoices that are defined as bad debts.

An invoice is defined, as a bad debt when the number of days since the invoice was first printed is greater than the number of days configured in Level 3 of the Account Type. If there is more than one invoice for an account, the account details will only be displayed once, and the invoices will be tallied together. The option is given for viewing the account details or grouping a number of these outstanding accounts together to be sent to a collection agency.

Items populate the Bad Debt Listing table when the Bad Debt Listing field is set to “yes” on the Account Types configuration screen.

10.3.1 To view the Bad Debt Listing

1. Select the Bad Debt Listing tab.
2. At the prompt “*Enter the number of accounts to process or enter Zero for all Accounts*”, enter the number of accounts to process or zero to process all accounts.
3. Select OK or press <Enter> to continue or Cancel to cancel action.

The Bad Debt List Table is displayed.

Note: If there is more than one overdue invoice for an account, the account details will only be displayed once. The invoices will be tallied and displayed as a total for that account.

The processing to display this screen may take some time. A progress bar is shown at the lower right-hand corner of the screen. This bar indicates that the program is still operating and gives an indication of how long the process will take.

Bad Debt Listing Table



Field	Description
Account	Account Number
Account Name	Name of Account
Account Allocation	Amount Allocated to the account
Invoice	Total Invoice amount
Outstanding Balance	Outstanding Balance of Account

Function Buttons

Function	Description
Create Batch [F5]	Creates a grouping of overdue accounts that can be given to a collection agency for debt recovery.
Account Type Group Filter [F6]	Filters the Bad Debt List by Account Type Group

10.3.2 To Create a Batch

1. Select the Create Batch [F5] function button.
2. At the prompt *“Select Categories”*, enter the mnemonic(s) of the required patient categories (category 1, category 2, etc). F1 Lookup Function available. (If no categories are specified then all categories are included)
3. Select OK or press <Enter> to continue or Cancel to cancel action.
4. At the prompt *“Value to be included \$”*, enter the required dollar value (XX.xx) (If no value is entered, value is set to 0).
5. Select OK or press <Enter> to continue or Cancel to cancel action.
6. At the prompt *“Agency”*, enter a collection Agency (if required).
7. Select OK or press <Enter> to continue or Cancel to cancel action.

A batch will now be generated for the selected accounts. These may be viewed from the Bad Debt Batches tab.

Note: Accounts that have an A/C allocated amount (an amount allocated to the account but not to a specific invoice) will not be included in a batch.



10.3.3 To filter table by Account Type Group

1. Select the Account Type Group Filter [F7] function button.
2. At the prompt "Account Type Group", enter the mnemonic of the required Account Type Group Filter. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to cancel action.

The table is displayed filtered by entered Account Group Type.

10.4 Bad Debt Batches

The Bad Debt Batches table displays a list of batches containing accounts that have invoices still owing after the number of days specified in the level 3 account type table and meet a criterion specified on creation in the Bad Debt Listing tab.

10.4.1 To display the Bad Debt Batch Table

1. Select the Bad Debt Batches tab.
2. At the prompt "Batch Filter (N/O/C/U/A)", enter the required Batch Filter (N/O/C/U/A). Refer to the table below for assistance.
3. When the (U)ser or (A)gency filter is selected, the user's login / agency will need to be entered before the batch results are displayed.
4. The Bad Debt table is displayed with the Batch Filter applied.

Available Batch Filters

Filter	Description
(N)one	No filters. This will display all of the batches created.
(O)pen	Open batches. The displayed batches have overdue invoices still to be collected or written off. A batch may be manually closed at any point regardless of an amount still owing.
(C)losed	Closed Batches. The displayed batches that have no money owing or have been manually closed by a user.
(U)ser	The displayed batches that have been assigned to a particular user.
(A)gency	The displayed batches that have been assigned to a particular collection agency.

Bad Debt Table

Field	Description
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Batch No.	Number of the Batch
Date Created	Date Batch was created
Agency	Agency Name
Original Value	Original Value of Batch
Account Allocation	Amount of Batch Allocated
Outstanding Balance	Outstanding amount on the Batch
User Handling	Login of the user creating Batch

Function Buttons

Function	Description
Edit User Handling [F5]	Changes the user who is associated with the currently highlighted batch
Edit Agency [F6]	Changes the name of the Collection Agency Assigned to Recover Debts of a Batch
Print Batch [F7]	Prints Summary Details of Entire Batch
Print Invoices [F8]	Print Individual Invoices of a Batch
Edit Status [SF5]	Allows the user to manually Open or Close a Batch

10.4.2 To Edit User Handling

1. Highlight the required Batch Entry.
2. Select the Edit User Handling [F5] function button.
3. At the prompt “Enter new username”, enter the user mnemonic.
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. The username is updated via the displayed results.



10.4.3 To Edit Agency Name

1. Highlight the required Batch Entry.
2. Select Edit Agency [F6] function button.
3. At the prompt *“Enter new Agency”*, enter the Collection Agency name.
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. The Agency name is updated via the displayed results.

10.4.4 To Print an Open Batch

1. Highlight the required Batch Entry.
2. Select the Print Batch [F7] function button.
3. The selected batch summary details are printed to the default printer.

Note: The data provided is: Date; Batch number; Date Created; Agency; Total; Allocated; Balance; User handling; Receipts; Write offs; Receipt revs; Write off revs; No. Batch accounts; No. Batch invoices.

10.4.5 To Print a Closed Batch

1. Highlight the required Batch Entry.
2. Select the Print Batch [F7] function button.
3. At the prompt: *“Enter Start Date”*, enter the start date.
4. At the prompt: *“Enter End Date”*, enter the end date.

Note: This will limit the number of transactions printed by their created date. The selected batch summary details is printed to the default printer.

10.4.6 To Print Invoices of a Batch

1. Highlight the required entry.
2. Select the Print Invoices [F8] function button.
3. The invoices are printed to the default printer.

10.4.7 To edit the Status of the Batch

1. Select Edit Status [SF5] function button.
2. At the prompt *“Enter new status (O/C)”*, enter the required status of the Batch.

O = Open

C = Closed

3. Select OK or press <Enter> to continue or Cancel to cancel action.



10.5 Debtor Risk Report

This screen displays a list of Bad Debtors from the Aged Debtor report.

Debtor Risk Report Table

Field	Description
Invoice	Invoice number
Account No	Account number
Name	Name of Account
Account Type	Type of the Account
Invoice Date	Date of the Invoice
Sent	Reminder notice sent. Valid entries Yes/No
Amount	Total Amount of Invoice
Balance	Balance owed on the Invoice

10.5.1 To View Account Maintenance Screen

To view the account maintenance screen of an entry, select the required entry and double click or press <Enter>.

Function Buttons

Function	Description
Account Type Group Filter [F7]	Filter Table by Account Type Group
Account Type Filter [SF6]	Filter Table by Account Type

10.5.2 To filter by Account Type Group

1. Select the Account Type Group Filter [F7] function button.
2. At the prompt "*Account Type Group*", enter the mnemonic of the required Account Type Group. F1 Lookup available.
3. Select OK or press <Enter> to continue or Cancel to cancel action.
4. The table list of Bad Debtors is displayed filtered by Account Type Group.



10.5.3 To filter by Account Type

1. Select the Account Type Filter [SF6] function button.
2. At the prompt "*Account Type Filter*", enter the mnemonic of the required Account Type. F1 Lookup available.
3. Select OK or press or press <Enter> to continue or Cancel to cancel action.
4. The table list of Bad Debtors is displayed filtered by Account Type.



11. Medclaims

Medclaims allows for the electronic transmission of data to Medicare for bulk bill claims. Medicare DPS (Data Processing Software) system enables the preparation of Medicare files for transmission and encoding, and the decoding of any files received back from the Medicare. Transmission files are compressed, converted, and then encrypted prior to transmission.

Medclaims requires that the specimen is registered, and the result(s) validated before an invoice can be created. Following the creation of a Medclaims invoice, the vouchers contained on that invoice are added to a queue for each provider number being claimed for i.e. if the pathology practice lodges all claims under a single pathologist provider number there will be one queue. If two provider numbers are used, there will be two queues.

Once a claim number has been assigned to a batch of vouchers (maximum of 80 per claim), an electronic claim file is created. This claim is submitted, along with any other new claims, via a user-initiated process. Upon receipt of a new claim, Medicare first returns a simple file that acknowledges receipt of a valid claim file. The claim file is then processed by Medicare and a Statement file is generated indicating what portion of the claim is to be paid. Any Card Flags (issues with the patient's Medicare number) or Exceptions (rejections) are also listed.

Once Medicare has accepted a batch for payment, the payment notification is dispatched to the claimant (laboratory). After payment is received, provides functionality for either automatic receipting of payments, (if Medicare is making direct deposits to the claimant's account and there is no inconsistencies in the files) or manual receipting of payments (if Medicare is forwarding cheque payments to the claimant).

Note: Grand coning will only be applied if the Inpatient field on the Patient Category Configuration table is set to No, and Consultant field on the Doctors Configuration table is set to No.

Grand coning allows the user to charge for the most 3 expensive items where a general practitioner has requested more than 3 items. Grand coning does not apply to consultants. Refer to the MBS book for specific details of this rule.

The Medclaims menu allows the user to action a manual receipt, assign claim numbers, and view the Claim, Bill Patient, Resubmission, Over/Part Payment, Card Flags and Transmission logs.

11.1 Manual Receipting

This function allows the user to manually receipt Medclaims batches if a manual payment is made by Medicare. Prior to using this function, the user must follow the normal receipt creation procedure for a cheque and allocate the Medclaims cheque to the "Unallocated" account that has been setup. Once receipted, the payment can then be processed via the Manual receipting menu item. The system will prompt for the BSB and cheque number followed by the claim number.



Manual Receipting

Field	Description	Mandatory
BSB No.	BSB Number of Depositing Bank	Yes
Cheque No.	Cheque Number of Payment	Yes
Claim No.	Claim Number to Assign Payment	Yes
Provider	Billing Provider Number	
Available	Available amount of Payment	
Assigned	Amount of Payment Assigned	
Paid	Amount paid.	

11.1.1 To manually Receipt a Claim

1. Enter the BSB number in the BSB No field and press <Enter>.
2. Enter the cheque number in the Cheque No field and press <Enter>.
3. Enter the claim number in the Claim No field and press <Enter>.
4. The claim is displayed.

Function Buttons

Function	Description
Assign Claim [F5]	Assign a Transaction a Claim Number
Auto Assign Claim [SF5]	Automatically Assign Transactions Claim Numbers

11.1.2 Assign Claim to All Items

Note: This function is used if all items claimed are being paid.

1. Select the Auto Assign Claim [SF5] function button. The system allocates the requested amount against each item.
2. Select the Save icon or press F4 to write the transactions.



11.1.3 Assign Claim with Rejected items

1. If one or more items have been rejected move the highlight bar to the rejected item and press <Enter>.
2. Enter the amount being paid in the Payable field and press <Enter>.
3. Enter the error code in the Error field and press <Enter>.
4. Repeat the process until all rejected items have been entered.
5. Select Auto Assign Claims [F5] function button to receipt the remainder of the claim.
6. Select the Save icon or press F4 to write the transactions.

11.1.4 Assign Claims individually to each Item

Highlight each item and select Assign Claim. Repeat the process until all items have been receipted.

11.1.5 Manually receipt part of a Claim

1. Highlight the required item entry and press <Enter>.
2. Enter the amount to receipt in the Payable field and press <Enter>.
3. Enter the error code in the Error code in the Error field and press <Enter>. (Optional field)
4. The payable field in the manual receipting screen is updated with the amount that is receipted.

11.2 Assign Claim Numbers

When the Medclaims accounts are consolidated, the items are added to the Assign Claim Numbers queue under the appropriate pathology provider. From here a claim number can be assigned either manually (using the assignment # provided by Medicare), or automatically. Claim Numbers are not unique identifiers and can be reused, therefore Claim Numbers can be manually or automatically assigned.

A voucher relates to all the laboratory numbers for one service date for one UR number. The Assign Claims Numbers screen allows the user to assign a claim number to a batch of Medicare vouchers for an individual provider. The system will only assign a maximum of 80 vouchers per claim and only one request date per voucher is allowed.

If a difference between the original transaction amount and the current balance is encountered by the system in particular while attempting to assign a claim number to an item, that episode will be sent to the "Assign Claims Number Rejection Items".



Assign Claim Numbers Tables

Field	Description
Provider	Billing provider for the claim
Name	Name of the billing provider
Type	Type of Account
Vouchers	Number of Vouchers on the claim
Total Claim	Total Value of the claim

Function Buttons

Function	Description
Assign Claim Numbers [F7]	Allows Claim Numbers to be automatically assigned by the system
Enter Claim Number [F8]	Allows the user to manually assign claim numbers

11.2.1 To automatically assign Claim Numbers

1. Highlight the required entry.
2. Select the Assign Claim Number [F7] function button.
Note: Once the user has pressed this function button, the user cannot stop the system from automatically assigning claim numbers.
3. The system will automatically assign a claim number and displays the message *“Assigned claim number Annnn for provider – XXXXBB”*.
4. Select OK or press <Enter>.
5. The entry is removed from the Assign Claim Numbers screen.

11.2.2 To Manually Assign Claim Numbers

1. Highlight an entry to assign a claim number.
2. Select the Enter Claim Number [F8] function button.
3. At the prompt *“Enter claim number”*, enter the Claim Number from the appropriate Assignment form (provided by Medicare).
e.g. A1234. Or if the user is claiming for inpatients, the claim number can be in the format of #1234 i.e. the alpha prefix is replaced by a hash character. The claim number entered will appear in the Claim column.



4. Select the save or press <Enter> to continue to create the batch or Cancel to cancel action.
5. The system displays a message if the queue for that provider still contains any vouchers.
e.g. *"A provider exceeded 80 vouchers. Assign more claim numbers to this provider."*
Note: The user may repeat the batch creation process until all vouchers have been assigned to a claim or return at a later time to assign further claim numbers.
6. Once the batch has been successfully created, the number of vouchers remaining in the queue will be adjusted appropriately along with their Total.

Note: A Medicare Claim Request Worksheet will be printed for each claim after a claim has been successfully created.

Assigned claim numbers can be viewed from the Claim Log tab. Claims that have been created but not yet transmitted to the Medclaims server will have an asterisk after the file name via the Sent In column of the log.

The Medicare Claim Request Worksheet may also be reprinted from the Claim Log if necessary.

11.3 Claim Log

The Claims Log displays the status of individual items within a claim. Once a claim number has been assigned, the claim is listed in the Claims Log. Claims that have been created but not yet transmitted to Medicare are listed with an asterisk after the file name in the SENT IN column, e.g. XXX0000X.123*. Once the claim has been transmitted the asterisk is removed.

Following the processing of returned files from Medicare, the relevant columns on the log are updated. When an Exception Statement is processed, the STATEMENT column is updated with the claim transmission date and the PAYING column is updated with the amount Medicare has said they will pay for the claim.

When a Payment Statement is processed the PAID column is updated with the payment date (this is the date Medicare has requested the RBA to make a direct deposit to the claimant's account) and the DEPOSITED column is updated with the amount Medicare has paid for the claim.

11.3.1 To view All Claims

Select the All Claims [CF5] tab.

11.3.2 To view Outstanding Claims

Select the Outstanding Claims [F7] tab.



11.3.3 All Claims Log

This screen displays all the claims in the system.

The Claim Log Table

Field	Description
Claim	Claim number.
Date	Date that the claim was created.
Items	Number of items in the claim.
Requested	Total amount requested for the claim.
Provider	Requesting billing provider number of the claim.
Pay To	Payee provider number of the claim.
Sent In	Name of the electronic file created to submit the claim.
Statement	The Claims transmission date. (This is the only date provided in the Exception Statement file.)
Paying	The amount Medicare agreed to pay.
Paid	Date MEDICARE has requested the RBA to make payment to the nominated account.
Deposited	Amount MEDICARE has paid for that claim.
Balance	The remaining amount which is unaccounted for.

Function Buttons

Function	Description
Date Range [F9]	Specify a required date range to display
Reprint [SF5]	Reprints the claim.
Resubmit Claim [SF6]	Resubmits a selected claim. The claim will be added to the queue of new claims waiting to be transmitted to Medicare.



Filter Provider [SF8]	Filters table by required Billing Provider.
Send/Receive Claims [CF8]	Send claims from the current table

11.3.4 To view Claim Transactions

1. Highlight the required entry.
2. Double-click or press <Enter>.
3. The next page displays All transactions for that claim.

11.3.5 To change Date Range

1. Select the Date Range function button.
2. At the prompt *"Date Range for (c)reated or (p)aid date?"*, enter *C* or *P* for the required types of entries.
3. Select OK or press <Enter> to continue or Cancel to cancel action.
4. At the prompt *"Enter Start Date"*, enter the Start Date (dd/mm/yyyy) required.
5. Select OK or press <Enter> to continue or Cancel to cancel action.
6. At the prompt *"Enter End Date"*, enter the End Date (dd/mm/yyyy) required.
7. Select OK or press <Enter> to continue or Cancel to cancel action.
8. The table displays claims as per the entered date range.

Note: The dates entered can be in the form of DDMMYY or codes can be used. e.g. W = end of week, M = month end etc.

Below is a list of codes for use within the start and end dates fields:

Code	Description	Code	Description
W	Start of week	W	End of week
Y	Yesterday	Y	Day before yesterday
F	Start of financial year	F	End of financial year
C	Start of calendar year	C	End of calendar year
L	Last financial year start	L	Last financial year end
M	Month start	M	Month end
T	Today	D	Today



11.3.6 To Re-Print a single Claim

1. Select the Reprint [SF5] function button.
2. At the prompt *"Reprint all claims (Y/N)?"*, select No to print the highlighted claim or Cancel to cancel action.

11.3.7 To Re-Print All/ Single Claims

1. Select the Reprint function button or press [SF5].
2. At the prompt *"Reprint all claims (Y/N)?"*, select Yes to print All claims in the claim log or Cancel to abort the action.

11.3.8 To Resubmit a Claim

1. Highlight the required entry to be resubmitted.
2. Select the Resubmit Claim [SF6] function button.
3. At the prompt *"Are you sure you want to resubmit (Y/N)?"*, select Yes to proceed or No to abort the action.
4. Clicking Yes and the message *"Claim Resubmitted"* is displayed.
5. Select OK or press <Enter> to continue.

The claim will be added to the queue of new claims waiting to be transmitted to Medicare.

11.3.9 To filter table by Provider

1. Select the Filter Provider [SF8] function button.
2. At the prompt *"Enter claim provider number"*, enter the required provider number.
3. Select OK to continue or Cancel to cancel action.

The table is displayed filtered by the required provider number.

11.3.10 To Send / Receive Claims

Claims that have been created but not yet transmitted to the Medclaims server will have an asterisk after the file name via the Sent In column of the log.

Once a group of claim numbers has been assigned, they are then sent to Medicare using the Send / Receive Claims function. This may be done at any stage the user chooses although Medicare does prefer to have groups of claims sent rather than only a few at a time.

1. Select the Send/Receive Claims [CF8] function button.
2. At the prompt *"Are You sure? Y/N"*, click Yes to initiate the process or No to Cancel.
3. **Evolution vLab™** then displays the message *"Medclaims processing send in progress"* if there are any claims to send. New submission files are sent to the Medclaims server and from there, to Medicare.



Evolution vLab™ is scheduled to automatically retrieve report files during a nightly process and requires no user intervention.

11.3.11 Outstanding Claim Log

This screen displays all the outstanding claims in the system that have been submitted or not submitted to Medicare AND do not have the corresponding deposit.

The functions available are the same as the All Claims Log. Please refer to the online help under the All Claims tab.

11.3.11.1 Claims Transaction

This screen displays the details of the transactions for the selected claim.

Claim Transactions Table

Field	Description	
VP	Voucher position in the claim.	
IP	Item position on the voucher.	
Status	Status of the item. Valid status codes are as follows:	
	<i>CURR</i>	Item submitted but no Statement yet received.
	<i>PENDING</i>	Statement file received, waiting for payment file.
	<i>RE xxx</i>	Rejected with error code xxx, sent to resubmission log.
	<i>WO xxx</i>	Automatic write off configured for error code xxx. (Item will be written off)
	<i>PP xxx</i>	Item to be partially paid. No automatic receipting of these items. Part payment due to error code xxx, sent to over/part payments log. Payment will be receipted to Overflow Account.
	<i>OP xxx</i>	Amount to be paid will be greater than requested i.e. over payment. No automatic receipting of these items. Payment will be receipted to Overflow Account.



	<i>PAID</i>	Item paid off in full.
	<i>PA PART</i>	Item partially paid.
	<i>UNK</i>	Unknown exception on this item.
	<i>F xxxx</i>	The voucher/item/claim failed while pre MEDICARE processing and the Client adaptor returned an xxxx error. This error will also display on the Transmission Error Log screen.
	<i>NA xxx</i>	Error code xxx has been returned but nothing was done to the claim
	<i>DUP</i>	Duplicate Claim
	<i>ADJ xxx</i>	Adjusted due to error code xxx
	<i>IN xxx</i>	Rejected by Medclaims due to error code xxx, sent to Bill Patient Log
	<i>F 10</i>	S4B3 rule services that are included as part of a claim without a # prefixing the claim number will now be removed from Medicare claims to allow the rest of the claim to be processed. The claim transaction log will now display an F in the status column with a 10 as a numeric code to indicate this. On Transmission Error log table the transaction will also be recorded with a reason specified as "FAILED S4b3 ITEM".
Name	Patient name.	
Invoice	Invoice number that the item is associated with.	
Lab No	Laboratory number associated with the item.	
Date	Service date.	
Item	Medicare Benefits Schedule item number.	
Claim	Item amount claimed.	
Paid	Item amount paid by Medicare.	



Balance	The outstanding balance of the item.	
Action	The action taken on an item. Valid codes are as follows:	
	<i>PAID</i>	Item paid off in full.
	<i>PA PART</i>	Item partially paid.
	<i>UNK</i>	Unknown exception on this item.
	<i>RE</i>	Item has been resubmitted under a different claim number.
	<i>WO</i>	Item has had a write off performed against it.
	<i>RV</i>	A reversal has been performed against this item.
	<i>PP/WO</i>	User has selected the Receipt partial payment and Write off balance function from the Over/Part Payments log.

11.3.11.2 Access to Additional information

Select any entry and press the <Enter> on to view the **Adhoc Invoice Entry** screen which shows details of the invoice number listed against this item.

Press the <Enter> key again to view the **Debtor Invoice Transaction** screen.

11.4 Bill Patient Log

The screen shows a list of patients that have been rejected by Medicare.

The bill patient log allows the user to put selected items rejected by Medicare, back into the Consolidation Queue so that the patient may be charged. Any error code configured with a response of "Bill patient" will be displayed in this log if encountered by the system in an electronic Exception Statement file sent from Medicare.

Fields	Description
Name	Name of Account Holder



Claim	Claim Number of Transaction
Item	Item number
Requested	Initial Amount of Transaction requested on the claim
Balance	Remaining Balance of Transaction
Code	Transaction Error Code
Reason	Reason for rejection

Function Buttons

Function	Description
Adjustment [F6]	Make an adjustment on the transaction
Delete Entry[Sf5]	Deletes the selected entry from the log without any other actions
Reverse & Bill Patient [SF6]	Reverses the item from the Medclaims invoice back to the Consolidation Queue so that the patient can be billed or billed using another billing category.
Write Off [SF7]	Writes off items on a relevant invoice
Reception [SF10]	Access the specimen registration screen for the patient

11.4.1 To Adjust a Transaction

1. Select the Adjustment [F6] function button.
2. At the prompt *“Enter Type of Adjustment”*, enter the mnemonic of the adjustment type. F1 Lookup available.
3. Select OK or press <Enter> or Cancel to cancel action.
4. At the prompt *“Enter reference number:”*, enter a reference number for the adjustment.
5. Select OK or press <Enter> to continue.
6. At the prompt *“Enter Reason for adjustment:”*, enter a reason for the adjustment.
7. Select OK or press <Enter> to continue or Cancel to cancel action.
8. The Transaction is removed from the list.



11.4.2 To Delete an Entry

Highlight the applicable entry and select the Delete Entry [SF5] function button. The associated entry is removed from the list.

11.4.3 To Reverse & Bill a Patient

1. Highlight the entry to be re-billed.
2. Select the Reverse & Bill Patient [SF6] function button.
3. At the prompt *“Enter billing category”*, select the billing category required. F1 Lookup available.
4. Select OK or press <Enter> to continue.
5. At the prompt *“Enter account (Default XXxxxxxx):”*, enter the required account No or leave blank to use the default No.
6. Select OK to or press <Enter> to continue or Cancel to cancel. The prompt *“Patient billed to account XXxxxxxx”* is displayed.
7. Select OK or press <Enter> to continue.
8. The item is inserted via the Consolidation Queue against the patient account.

Note: If the account does not exist, the prompt *“Account XXxxxxxx doesn’t exist, Create account (y/n)?”* is displayed. An account may be created from here by selecting (y)es.

The item is then reversed and removed from the table. The lab number registration is updated if the billing category is different from the old one.

Note: If multiple items are to be reversed with different billing categories, each item should be reversed and consolidated before reversing the next one. I.e. do not attempt to put multiple items from the same voucher into the Consolidation Queue at the same time, with different billing categories.

11.4.4 To Write off an Entry

1. Highlight an entry.
2. Select the Write Off [SF7] function button.
3. At the prompt *“Enter Type of Write Off (A/B)”*, enter the type of Write Off.
A Adjustment
B Bad Debt
4. Select OK to continue or press <Enter>.
5. At the prompt *“Enter Reason for Write Off”*, enter a reason for the write off.
6. Select OK or press <Enter> to continue or Cancel to cancel.

11.4.5 To view the Reception Screen of Entry

1. Highlight the required entry.
2. Select the Reception [SF10] function button.



3. Select Back icon to return to Bill Patient Log.

11.5 Resubmission Log

The Resubmission log allows the user to correct the details on selected items that have been rejected by Medicare and resubmit them. It also provides functionality to write off, adjust or reverse rejections. Any error code configured with a response of “Resubmit item” will be displayed in this log if encountered by the system in an electronic Exception Statement file from Medicare.

When an item is resubmitted, it is sent back to the assign claim number queue to be submitted on a new claim.

Resubmission Log Table

Fields	Description
Name	Name of Account Holder
Claim	Claim Number
Item	Item number
Requested	Initial Amount of Transaction
Balance	Remaining Balance of Transaction
Code	Resubmission Error Code
Reason	Reason for resubmission

Function Buttons

Function	Description
Adjustment [F6]	Make an adjustment for the transaction
Filter [F8]	Filter the resubmission log by Claim number, item number, Code/Reason or Name.
Delete Entry [SF5]	Deletes the selected entry from the log
Resubmit Claim [SF6]	Send transaction back to assign claim number queue with amended details



Write Off [SF7]	Writes off an item on a relevant invoice
Reverse [SF8]	Reverses item from Medclaims invoice back to Consolidation Queue

11.5.1 To View the Medclaims Resubmission Details Screen

To view the Medclaims resubmission details screen, select the associated entry and double-click or press <Enter>.

11.5.2 To Adjust a Transaction

1. Select the Adjustment [F6] function button.
2. At the prompt *“Enter Type of Adjustment”*, enter the mnemonic of the adjustment type. F1 Lookup available.
3. Select OK or press <Enter> or Cancel to cancel action.
4. At the prompt *“Enter reference number:”*, enter a reference number for the adjustment.
5. Select OK or press <Enter> to continue.
6. At the prompt *“Enter Reason for adjustment:”*, enter a reason for the adjustment.
7. Select OK or press <Enter> to continue or Cancel to cancel action.

The Transaction is removed from the list.

11.5.3 To Delete an Entry

Highlight the required entry and select the Delete Entry [SF5] function button. The associated entry is removed from the list.

11.5.4 To Resubmit a Claim

1. Highlight the item to be corrected and press <Enter>. The Medclaims Resubmission Details screen is displayed.
2. Correct the appropriate field.
Note: Adjusting the Item Number will cause the displayed Benefit and Service Description field to change appropriately. All fields from Given Name to Payee Provider apart from Service Description and Benefit are editable.
3. Select the Save icon or press F4 to save.
4. Select the Back icon or press ESC to return to the Resubmission log.
5. Select the Resubmit Claim [SF6] function button.

The item is returned to the Assign Claim Number list to be assigned a new claim number.

11.5.5 To Write Off an Entry

1. Highlight a required entry.



2. Select the Write Off [SF7] function button.
3. At the prompt *“Enter Type of Write Off (A/B)”*, enter the type of Write Off.
 - A Adjustment
 - B Bad Debt
4. Select OK to continue or press <Enter>.
5. At the prompt *“Enter Reason for Write Off”*, enter a reason for the write off.
6. Select OK or press <Enter> to continue or Cancel to cancel action.

11.5.6 To Reverse a Transaction

1. Highlight the required entry.
2. Select the Reverse [SF8] function button.
3. At the prompt *“Enter billing category”*, enter the mnemonic of the billing category.
F1 Lookup available.
4. Select OK to continue or Cancel to cancel action.
5. At the prompt *“Enter Account (Default XXXnnnnn):”*, enter an account number or leave blank to use the default account number provided.
6. Select OK to continue or Cancel to cancel action.

The item is then reversed, removed from the table, and is placed in the Consolidation Queue so that it can be billed to another user defined billing category. The lab number registration is updated if the billing category has been changed.

Note: If multiple items are to be reversed with different billing categories, each item should be reversed and consolidated before reversing the next one. i.e. do not attempt to put multiple items from the same voucher into the Consolidation Queue at the same time, with different billing categories.

11.5.7 To filter the Resubmission Log

The filter function facilitates the effective searching within the log. The user can filter the Resubmission Log by:

- Claim
- Item
- Code/Reason (F1 Lookup available)
- Name

11.5.8 To search the Resubmission Log

1. Press the Filter [F8] function button to initiate the filter search.
2. Enter a claim number if required.
3. Press <Enter> or <Tab> to access the other filter fields.



4. Enter any other required filtering criteria in the respective fields.
5. Select the Save icon to apply the filters to the table. The Resubmission table is displayed with the filtering required executed.
6. To apply another filter press Filter [F8] again.

Note: All fields can be used independently of each other or the search can be done by using all fields at the same time.

11.5.9 Medclaims Resubmission Details

This screen displays the resubmission details of a selected entry.

Medclaims Resubmission Details

Field	Description
Patient Name	Patient's Full Name
Ur Number	UR Number of Patient
Lab Number	Lab Number associated with Transaction
Given Name	Given Name of the Patient
Medicare No.	Medicare Number of Patient
Service Date	Service Date of Transaction
Request Date	Requested Date of Transaction
Request Provider	Provider number of the requestor
Service Description	Description of the test request
Item	Item Number
Benefit	Item Amount claimed
Payee Provider	Billing provider
Error code and reason	Error code and reason for resubmission



11.6 Over/Part Payments Log

The Over / Part Payments Log displays those items where the payment from Medicare is not equal to the amount claimed and is not equal to zero i.e. Medicare is making a part or over payment. If the error code used by Medicare to accompany this exception is configured as Bill Patient or Resubmit item, the exception will not appear on the Over/Part Payments Log.

When Medicare either pays more than the amount claimed or less than the amount claimed, the system does not automatically receipt those amounts. Instead they are inserted to this log to be manually processed.

Other error responses are also displayed on this log:

No transactions to pay: Medicare is not paying any of this claim or the claim has already been paid. Check to ensure that this has occurred correctly before deleting this item from the list.

Missing Statement: A payment file has been received, but the statement file has not yet been processed. Do not delete this entry from the log. Once the statement file is processed, the user will need to press [Receipt Entry] function button to receipt the claim.

For individual items on the log the user can chose to:

- Receipt and adjust entry (the system will prompt for adjustment details)
- Receipt and write off entry (the system will prompt for write off information)
- Receipt the entry and leave the balance outstanding.

Note: The Over/Part Payments Log is only populated when both the Exception Statement and Payment Statement have been read into the system. This log contains functionality to receipt these over and under payments, so the Payment Statement needs to have been received in order to allocate these over and under payments to the Overflow Account.

Over/Part Payments Log Table

Fields	Description
Name	Name of Account Holder
Claim	Claim Number of Transaction
Item	Item Number
Requested	Initial Amount of Transaction requested on the claim
Paid	Amount of Transaction Paid
Balance	Remaining Balance of Transaction



Code	Transaction Error Code
Reason	Reason for over/part payment

Function Buttons

Function	Description
Receipt and Adjust Entry [F6]	Allocates the payment to the invoice and the remaining balance placed on the overflow account.
Receipt Entry [F7]	Allocates payment to the invoice. For an overpayment remainder of payment is allocated to the overflow account.
Delete Entry [SF5]	Deletes the selected entry from the log
Receipt and Writeoff Entry [SF7]	Allocate the payment to the invoice and writes off the remaining balance.

11.6.1 To Receipt and Adjust an Entry

1. Highlight the required entry.
2. Select the Receipt and Adjust Entry [F6] function button.
At the prompt *“Enter Type of adjustment”*, enter the type of adjustment. F1 Lookup
3. Select OK or press <Enter> to continue or Cancel to cancel action.
4. At the prompt *“Enter reference number”*, enter the reference number.
5. Select OK or press <Enter> to continue or Cancel to cancel.
6. At the prompt *“Enter Reason for adjustment”*, enter the reason for the adjustment.
7. Select OK or press <Enter> to continue or Cancel to cancel.

Payment is allocated to the invoice and remaining balance placed in the overflow account.

11.6.2 To Receipt an Entry

1. Highlight the required entry.
2. Select the Receipt Entry [F7] function button.

The entry is receipted which leaves the balance outstanding.

Note: When a payment file has been received, but the statement file has not yet been processed, the user will need to press Receipt Entry [F7] function button to receipt the claim once the statement file is processed.

Note: If not enough funds are available a prompt box is displayed *“Not enough funds available on receipt xx.xxx.xxx”*.



11.6.3 To Delete an Entry

Highlight the required entry and select the Delete Entry [SF5] function button. The entry is deleted from the Over/Part Payments Log table.

11.6.4 Receipt and Writeoff Entry [SF7]

Highlight the required entry and select the Receipt and Writeoff Entry [SF7] function button. This allocates the payment to the invoice and writes off the remaining balance.

11.7 Card Flags Log

The Card Flags Log displays all cards flags received in electronic Exception Statement files received from Medicare. This log allows the user to update patient Medicare card number details via the Specimen Registration screen and then delete the entry.

Card Flags Log Table

Fields	Description
Name	Name of Account Holder
Claim	Claim Number
Item	Item number
Card number	Card number of account Holder
Code	Error Code
Reason	Reason for Error

Function Buttons

Function	Description
Filter [F5]	Filter the Card Flags Log table.
Update Entry [F8]	Update the card number details
Delete Entry [SF5]	Deletes the selected entry from the log



Bulk Delete [SF6]	Delete all Entries in the Card Flag Log.
Bulk Update [SF8]	Updates all Card Details in the Card Flags Log Table.
Reception [SF10]	Access the specimen registration screen for the patient

11.7.1 To Filter the Card Flags Log Table

1. Select the Filter [F5] function button.
2. At the prompt “Code:”, enter the code required to be filtered by.

The Card Flag Log table displays only entries with the required code.

11.7.2 To Update Card Details of a Single Entry

1. Highlight the required entry.
2. Select the Update Entry [F8] function button.
3. The message “Card number updated” is displayed.

The updated entry will need to be manually deleted from the list.

11.7.3 To Manually Delete an Entry from the Card Flags Log

1. Highlight the required entry to be deleted from the Card Flags Log.
2. Select the Delete Entry [SF5] function button.

The entry is removed from the Card Flags Log table.

11.7.4 To Perform a Bulk Delete

1. Select the Bulk Delete [SF8] function button.
2. At the prompt “Bulk Delete all listed records (Y/N)?”, select OK to continue or Cancel to cancel action.

All entries in the card flag log table are deleted.

11.7.5 To Update Multiple entries in the Card Flags Log

1. Select the Bulk Update [SF8] function button.
2. The prompt “Records Updated” is displayed when the update is completed.

Updated records will then be automatically deleted from the Card Flags Log.



11.7.6 To View the Reception screen of an Entry

1. Highlight the required entry.
2. Select the Reception [SF10] function button. The reception screen for the associated entry is displayed to edit the Medicare number if desired.
3. Select the Back icon to return to the Card Flags Log.

11.8 Transmission Errors Log

The error messages that are generated by the Client adaptor while transmitting the claims will be listed under the Transmission Error Log in **Evolution vLab™**. The error codes generated from the Client Adaptor software fall into four categories each with a series of 4-digit numbers that identify the error.

The categories include Functional Return Codes; series (1xxx – 2xxx), Transmission Return Codes; series (30xx), Information Messages; series (52xx and 8xxx) and Data return codes; series (70xx and 9xxx).

The Data Return Codes are listed in the following table:

Error Code Range	Associated Text
90xx	Return Codes in this range relate to authority to participate in online claiming/ECLIPSE.
91xx	Return Codes in this range relate to security matters.
92xx	Return Codes in this range relate to data formats and values.
93xx, 94xx & 70xx	Return Codes in this range relate to data inconsistencies including missing data.
96xx	Return Codes in this range relate to assessing conditions detected during real-time processing.

Transmission Error Log Table

Fields	Description
Name	Type of error or name of the account holder
Claim	Claim Number
Schedule Id	MBS Item number is applicable



Code	Error Code
Reason	Reason for Error

Function Buttons

Function	Description
Adjustment [F6]	Make an adjustment on the transaction (applicable to the item number level only)
View Claim [F8]	Display the Claim Transaction screen
Delete Entry [SF5]	Deletes entry from the Log
Resubmit Claim [SF6]	Send Transaction back to the Assign Claim Number Queue with Amended Details
Write Off [SF7]	Write Off the item on the Relevant Invoice
Reverse [SF8]	Reverse Item from Medclaims Invoice back to Consolidation Queue

11.8.1 To view the Transmission Error Details Screen

To view the Transmission Error Details screen, highlight the associated entry and double-click or press <Enter>.

Fields	Description
Claim	Claim Number
Name	Type of error or Name of Account Holder
Schedule Id	MBS Item number
Item	Item position on the voucher.
Error	Error Code

11.8.2 OPV Errors

If OPV configuration is enabled for Medicare and Veterans administration patients and any of the registration billing details do not match what Medicare Australia has on record (i.e. OPV



result is anything other than "0 – Patient Eligible for Medicare"), the OPV result will return with an error code and will be displayed as a Specimen Exception in the existing Exception List Combined or Exception List. OPV exceptions will continue to display on the exceptions report until the exception is corrected and the report is rerun.

11.8.3 To Adjust a Transaction

1. Highlight the required entry.
2. Select the Adjustment [F6] function button.
3. At the prompt "Enter Type of Adjustment", enter the type of adjustment required. F1 Lookup available.
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. At the prompt "Enter reference number:", enter the reference number.
6. Select OK or press <Enter> to continue or Cancel to cancel action.

11.8.4 To View the Claim

To view the Claim Transactions screen, highlight the associated entry and select the View Claim [F8] function button.

11.8.4.1 Claim Transactions

Claim Transaction List

Field	Description	
VP	Voucher position in the claim.	
IP	Item position on the voucher.	
STATUS	Status of the item. Valid status codes as follows:	
	CURR	outstanding, no statement file received as yet
	PENDING	Statement file received, waiting for payment file.
	RE xxx	Rejected with error code xxx, sent to resubmission log.
	WO xxx	Written off due to error code xxx
	PP xxx	Part payment due to error code xxx, sent to over/part payments log
	PO xxx	Pending Excess



	<i>PAID</i>	Claim fully paid
	<i>PA PART</i>	Claim was partially paid.
	<i>UNK</i>	Unknown.
	<i>F xxxx</i>	The voucher/item/claim failed while pre MEDICARE processing and the Client adaptor returned an xxxx error. This error will also display on the Transmission Error Log screen.
	<i>NA xxx</i>	Error code xxx has been returned but nothing was done to the claim
	<i>DUP</i>	Duplicate Claim
	<i>ADJ xxx</i>	Adjusted due to error code xxx
	<i>IN xxx</i>	Rejected by Medclaims due to error code xxx, sent to Bill Patient Log
	<i>F 10</i>	S4B3 rule services that are included as part of a claim without a # prefixing the claim number will now be removed from Medicare claims to allow the rest of the claim to be processed. The claim transaction log will now display an F in the status column with a 10 as a numeric code to indicate this. On Transmission Error log table the transaction will also be recorded with a reason specified as "FAILED S4b3 ITEM".
NAME	Patients name.	
INVOICE	Invoice number that the item is associated with.	
LAB NO	Laboratory number associated with the item.	
DATE	Service date.	
ITEM	Medicare Benefits Schedule item number.	
CLAIM	Item amount claimed.	
PAID	Item amount paid by Medicare.	



BALANCE	The outstanding balance of the item.	
ACTION	The action taken on an item. Valid codes are as follows:	
	<i>PAID</i>	Item paid off in full.
	<i>PA PART</i>	Item partially paid.
	<i>UNK</i>	Unknown exception on this item.
	<i>RE</i>	Item has been resubmitted under a different claim number.
	<i>WO</i>	Item has had a write off performed against it.
	<i>RV</i>	A reversal has been performed against this item.
	<i>PP/WO</i>	User has selected the Receipt partial payment and Write off balance function from the Over/Part Payments log.

11.8.5 To Delete an Entry

1. Highlight the required entry.
2. Select the Delete Entry [SF5] function button.

11.8.6 To Resubmit a Claim Transaction

1. Highlight the required transaction.
2. Select the Resubmit Claim [SF6] function button.

11.8.7 To Resubmit a Whole Claim

1. Highlight the required claim entry.
2. Select the Resubmit Claim [SF6] function button.

The claim is removed from the table and sent back to the assign claim number queue to be submitted on a new claim.

11.8.8 To Write Off a Claim

1. Highlight the required entry to be written off.
2. Select the Write Off [SF7] function button.
3. At the prompt "Enter Type of Write Off (A/B)", enter the required write off type.
A Adjustment



B Bad Debt

4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. At the prompt “Enter Reason for Write Off”, enter a reason for the write off.
6. Select OK or press <Enter> to continue or Cancel to cancel action.
7. The entry is removed from the table.

11.8.9 To Reverse a Claim

1. Highlight the required claim to reverse.
2. Select the Reverse [SF8] function button.
3. At the prompt “Enter billing category”, enter the billing category required. F1 Lookup available.
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. At the prompt “Enter account (Default XXXnnnnnn):”, enter the required account number if different from the default.
6. Select OK or press <Enter> to continue or Cancel to cancel action.

The claim is reversed, and entry removed from the table and placed in the Consolidation queue.

11.8.9.1 Claims Transaction

This screen displays the details of the transactions for the selected claim.

Claim Transactions Table

Field	Description	
VP	Voucher position in the claim.	
IP	Item position on the voucher.	
Status	Status of the item. Valid status codes are as follows:	
	<i>CURR</i>	Item submitted but no Statement yet received.
	<i>PENDING</i>	Statement file received, waiting for payment file.
	<i>RE xxx</i>	Rejected with error code xxx, sent to resubmission log.
	<i>WO xxx</i>	Automatic write off configured for error code xxx. (Item will be written off)



	<i>PP xxx</i>	Item to be partially paid. No automatic receipting of these items. Part payment due to error code xxx, sent to over/part payments log. Payment will be receipted to Overflow Account.
	<i>OP xxx</i>	Amount to be paid will be greater than requested i.e. over payment. No automatic receipting of these items. Payment will be receipted to Overflow Account.
	<i>PAID</i>	Item paid off in full.
	<i>PA PART</i>	Item partially paid.
	<i>UNK</i>	Unknown exception on this item.
	<i>F xxxx</i>	The voucher/item/claim failed while pre MEDICARE processing and the Client adaptor returned an xxxx error. This error will also display on the Transmission Error Log screen.
	<i>NA xxx</i>	Error code xxx has been returned but nothing was done to the claim
	<i>DUP</i>	Duplicate Claim
	<i>ADJ xxx</i>	Adjusted due to error code xxx
	<i>IN xxx</i>	Rejected by Medclaims due to error code xxx, sent to Bill Patient Log
	<i>F 10</i>	S4B3 rule services that are included as part of a claim without a # prefixing the claim number will now be removed from Medicare claims to allow the rest of the claim to be processed. The claim transaction log will now display an F in the status column with a 10 as a numeric code to indicate this. On Transmission Error log table the transaction will also be recorded with a reason specified as "FAILED S4b3 ITEM".
Name	Patient name.	



Invoice	Invoice number that the item is associated with.	
Lab No	Laboratory number associated with the item.	
Date	Service date.	
Item	Medicare Benefits Schedule item number.	
Claim	Item amount claimed.	
Paid	Item amount paid by Medicare.	
Balance	The outstanding balance of the item.	
Action	The action taken on an item. Valid codes are as follows:	
	<i>PAID</i>	Item paid off in full.
	<i>PA PART</i>	Item partially paid.
	<i>UNK</i>	Unknown exception on this item.
	<i>RE</i>	Item has been resubmitted under a different claim number.
	<i>WO</i>	Item has had a write off performed against it.
	<i>RV</i>	A reversal has been performed against this item.
	<i>PP/WO</i>	User has selected the Receipt partial payment and Write off balance function from the Over/Part Payments log.

11.8.10 Access to Additional information

Select any entry and press the <Enter> to view the **Adhoc Invoice Entry** screen which shows details of the invoice number listed against this item.

Press the <Enter> key again to view the **Debtor Invoice Transaction** screen.

11.8.11 To Resubmit a Claim Transaction

1. Highlight the required transaction.
2. Select the Resubmit Claim [SF6] function button.



12. Vetclaims

Vetclaims allows for the electronic transmission of data to the Health Insurance Commission (MEDICARE) for direct bill claims.

Vetclaims requires that the specimen is registered, and the result(s) validated before an invoice can be created. Following the creation of a Vetclaims invoice, the vouchers contained on that invoice are added to a queue for each provider number being claimed for. That is, if the pathology practice lodges all claims under a single pathologist provider number there will be one queue. If two provider numbers are used, there will be two queues. Vetclaims are further separated into inpatient and outpatient queues for each provider.

Once a claim number has been assigned to a batch of vouchers (maximum of 80 per claim), an electronic claim file is created. This claim is submitted, along with any other new claims, via a user-initiated process. Upon receipt of a new claim, Medicare first returns a simple file that acknowledges receipt of a valid claim file. The claim file is then processed by Medicare and a Statement file is generated indicating what portion of the claim is to be paid. Any Card Flags (issues with the patient's Medicare number) or Exceptions (rejections) are also listed.

Once Medicare has accepted a batch for payment, the payment notification is despatched to the claimant (laboratory). After payment is received, provides functionality for either automatic receipting of payments, (if Medicare is making direct deposits to the claimant's account and there is no inconsistencies in the files) or manual receipting of payments (if Medicare is forwarding cheque payments to the claimant).

Note:

- Grand coning will only be applied if the Inpatient field on the Patient Category Configuration table is set to No, and Consultant field on the Doctors Configuration table is set to Yes.
- Grand coning allows the user to charge for the most 3 expensive items where a general practitioner has requested more than 3 items. Grand coning does not apply to consultants. Refer to the MBS book for specific details of this rule.

12.1 Manual Receipting

This function allows the user to manually receipt Vetclaims batches if a manual payment is made by Medicare. Prior to using this function, the user must follow the normal receipt creation procedure for a check and allocate the Vetclaims cheque to the "Unallocated" account that has been setup. Once receipted, the payment can then be processed via the Manual receipting menu item. The system will prompt for the BSB and cheque number followed by the claim number.



Field	Description	Mandatory
BSB No.	BSB Number of Depositing Bank	Yes
Cheque No.	Cheque Number of Payment	Yes
Claim No.	Claim Number to Assign Payment	Yes
Provider	Billing Provider Number	
Available	Available amount of Payment	
Assigned	Amount of Payment Assigned	
Paid	Amount of Payment Paid.	

12.1.1 To Manually Receipt a Claim

1. Enter the BSB number in the BSB No field and press <Enter>.
2. Enter the cheque number in the Cheque No field and press <Enter>.
3. Enter the claim number in the Claim No field and press <Enter>.

The claim is displayed on the screen.

Function Buttons

Function	Description
Assign Claim [F5]	Assign a Transaction a Claim Number
Auto Assign Claim [SF5]	Automatically Assign Transactions Claim Numbers

12.1.2 Assign Claim to All Items

Note: This function is used if all items claimed are being paid.

1. Select the Auto Assign Claim [SF5] function button. The system allocates the requested amount against each item.
2. Select the Save icon or press F4 to write the transactions.



12.1.3 Assign Claim with Rejected items

1. If one or more items have been rejected, highlight the rejected item and double-click or press <Enter>.
2. Enter the amount being paid in the Payable field and press <Enter>.
3. Enter the error code in the Error field and press <Enter>.
4. Repeat the process until all rejected items have been entered.
5. Select Auto Assign Claims [F5] function button to receipt the remainder of the claim.
6. Select the Save icon or press F4 to write the transactions.

12.1.4 Assign Claims to Items individually

Highlight each item and select Assign Claim. Repeat the process until all items have been receipted.

12.1.5 Manually Receipt part of a Claim

1. Highlight the required item entry and press <Enter>.
2. Enter the amount to receipt in the Payable field and press <Enter>.
3. Enter the error code in the Error code in the Error field and press <Enter>. (Optional field)
4. The payable field in the manual receipting screen is updated with the amount that is receipted.

12.2 Assign Claim Numbers

When the Vetclaims accounts are consolidated the items are added to the Assign Claim Numbers queue under the appropriate pathology provider. From here a claim number can be assigned either manually (using the assignment number provided by Medicare), or automatically. Claim Numbers are not unique identifiers and can be reused, therefore Claim Numbers can be manually or automatically assigned.

A voucher relates to all the laboratory numbers for one service date for one UR number. The Assign Claims Numbers screen allows the user to assign a claim number to a batch of Medicare vouchers for an individual provider. The system will only assign a maximum of 80 vouchers per claim and only one request date per voucher is allowed.

If a difference between the original transaction amount and the current balance is encountered by the system with a particular while attempting to assign a claim number to an item, that episode will be sent to the "Assign Claims Number Rejection Items".



Assign Claim Numbers Tables

Field	Description
Provider	Billing provider for the claim
Name	Name of the billing provider
Type	Type of Account
Vouchers	Number of Vouchers on the claim
Total Claim	Total Value of the claim

Function Buttons

Function	Description
Assign Claim Numbers [F7]	Allows Claim Numbers to be automatically assigned by the system
Enter Claim Number [F8]	Allows the user to manually assign claim numbers

12.2.1 To Automatically Assign Claim Numbers

1. Highlight the required entry.
2. Select the Assign Claim Number [F7] function button.
Note: Once the user has selected this function button, the user cannot stop the system from automatically assigning claim numbers.

The system will automatically assign a claim number and display the message *“Assigned claim number Annnn for provider – XXXXBB”*.

3. Select OK or press <Enter>.

The entry is removed from the Assign Claim Number screen.

12.2.2 To Manually Assign Claim Numbers

1. Highlight the entry to assign a claim number.
2. Select the Enter Claim Number [F8] function button.
3. At the prompt *“Enter claim number”*, enter the Claim Number from the appropriate Assignment form (provided by Medicare).



e.g. A1234. Or if the user is claiming for inpatients, the claim number must be in the format of #1234 i.e. the alpha prefix is replaced by a hash character. The claim number entered will appear in the Claim column.

4. Select the save or press <Enter> to continue to create the batch or Cancel to cancel action.

The system will display a message if the queue for that provider still contains any vouchers.

e.g. *"A provider exceeded 80 vouchers. Assign more claim numbers to this provider."*

Note: The user may repeat the batch creation process until all vouchers have been assigned to a claim or return at a later time to assign further claim numbers.

5. Once the batch has been successfully created, the number of vouchers remaining in the queue will be adjusted appropriately along with their Total.

Note: A Vetclaims Claim Request Worksheet will be printed for each claim after a claim has been successfully created.

Assigned claim numbers can be viewed from the Claim Log tab option. Claims that have been created but not yet transmitted to the Medclaims server will have an asterisk after the file name in the Sent In column of the log.

The Medicare Claim Request Worksheet may also be reprinted from the Claim log if necessary.

12.3 Claim Log

The Claims Log displays the status of individual items within a claim. Once a claim number has been assigned, the claim is listed in the Claims Log. Claims that have been created but not yet transmitted to Medicare are listed with an asterisk after the file name in the SENT IN column. e.g. PJA0000X.123*. Once the claim has been transmitted the asterisk is removed.

Following the processing of returned files from Medicare, the relevant columns on the log are updated. When an Exception Statement is processed, the STATEMENT column is updated with the claim transmission date and the PAYING column is updated with the amount Medicare has said they will pay for the claim.

When a Payment Statement is processed the PAID column is updated with the payment date (this is the date Medicare has requested the RBA to make a direct deposit to the claimant's account) and the DEPOSITED column is updated with the amount Medicare has paid for the claim.

12.3.1 To View All Claims

Select the All Claims [CF5] tab.



12.3.2 To View Outstanding Claims

Select the Outstanding Claims [F7] tab.

12.3.3 All Claims Log

This screen displays all the claims in the system.

The Claim Log Table

Field	Description
Claim	Claim number.
Date	Date that the claim was created.
Items	Number of items in the claim.
Requested	Total amount requested for the claim.
Provider	Requesting billing provider number of the claim.
Pay To	Payee provider number of the claim.
Sent In	Name of the electronic file created to submit the claim.
Statement	The Claims transmission date. (This is the only date provided in the Exception Statement file.)
Paying	The amount Medicare agreed to pay.
Paid	Date MEDICARE has requested the RBA to make payment to the nominated account.
Deposited	Amount MEDICARE has paid for that claim.

Function Buttons

Function	Description
Date Range [F9]	Specify a required date range to display
Reprint [SF5]	Reprints the claim.
Resubmit Claim [SF6]	Resubmits a selected claim. The claim will be added to the queue of new claims waiting to be transmitted to Medicare.



Filter Provider [SF8]	Filters Table by required Billing Provider.
Send/Receive Claims [CF8]	Send claims from the current table

12.3.4 To View a Claim Transactions

1. Highlight the required entry.
2. Double-click or press <Enter>.
3. The next page displays All transactions for that claim.

12.3.5 To Change Date Range

1. Select the Date Range [F9] function button.
2. At the prompt *"Date Range for (c)reated or (p)aid date?"*, enter *C* or *P* for the required types of entries.
3. Select OK or press <Enter> to continue or Cancel to cancel action.
4. At the prompt *"Enter Start Date"*, enter the Start Date (dd/mm/yyyy) required.
5. Select OK or press <Enter> to continue or Cancel to cancel action.
6. At the prompt *"Enter End Date"*, enter the End Date (dd/mm/yyyy) required.
7. Select OK or press <Enter> to continue or Cancel to cancel action.
8. The table is displayed with claims from the required dates.

Note: The dates entered can be in the form of DDMMYY or codes can be used. E.g. W = end of week, M = month end etc.

Below is a list of codes for use within the start and end dates fields:

Code	Description	Code	Description
W	Start of week	W	End of week
Y	Yesterday	Y	Day before yesterday
F	Start of financial year	F	End of financial year
C	Start of calendar year	C	End of calendar year
L	Last financial year start	L	Last financial year end
M	Month start	M	Month end
T	Today	D	Today



12.3.6 To Reprint a Single Claim

1. Select the Reprint [SF5] function button.
2. At the prompt *"Reprint all claims (Y/N)?"*, select No to print the highlighted claim or Cancel to cancel action.

12.3.7 To Reprint All/Single Claims

1. Select the Reprint [SF5] function button.
2. At the prompt *"Reprint all claims (Y/N)?"*, select Yes to print All claims in the claim log or Cancel to cancel action.

12.3.8 To Resubmit a Claim

1. Highlight the required entry to be resubmitted.
2. Select the Resubmit Claim [SF6] function button.
3. At the prompt *"Are you sure you want to resubmit (Y/N)?"*, select Yes to proceed or No to cancel action.
4. The prompt *"Claim Resubmitted"* is displayed.
5. Select OK or press <Enter> to continue.

The claim will be added to the queue of new claims waiting to be transmitted to Medicare.

12.3.9 To filter Table by Provider

1. Select the Filter Provider [SF8] function button.
2. At the prompt *"Enter claim provider number"*, enter the required provider number.
3. Select OK to continue or Cancel to cancel action.

The table is displayed filtered by the required provider number.

12.3.10 To Send / Receive Claims

Claims that have been created but not yet transmitted to the Medclaims server will have an asterisk after the file name in the Sent In column of the log. Once a group of claim numbers has been assigned, they are then sent to Medicare using the Send / Receive Claims function. This may be done at any stage the user chooses although Medicare does prefer to have groups of claims sent rather than only a few at a time.

1. Select the Send / Receive Claims [CF8] function button.
2. At the prompt *"Are You Sure? Y/N"*, click Yes to initiate the process or No to Cancel.

Evolution vLab™ displays the message *"Vetclaims processing send in progress"* if there are any claims to send. New submission files are sent to the Medclaims server and from there, to Medicare.

Evolution vLab™ is scheduled to automatically retrieve report files during a nightly process and requires no user intervention.



12.3.11 Outstanding Claim Log

This screen displays all the outstanding claims in the system that have been submitted or not submitted to Medicare AND do not have the corresponding deposit. The functions available are the same as the All Claims Log. Please refer to the online help under the All Claims tab.

When the Outstanding Claim Log for Veterans' Affairs contains no entries, **Evolution vLab™** displays the message 'There are no outstanding claims to display'. Upon dismissing the message by clicking OK [Enter] the user is returned to the All Claims [CF5] sub-tab.

12.3.12 Claims Transaction

This screen displays the details of the transactions for the selected claim.

Claim Transactions Table

Field	Description	
VP	Voucher position in the claim.	
IP	Item position on the voucher.	
Status	Status of the item. Valid status codes are as follows:	
	<i>CURR</i>	Item submitted but no Statement yet received.
	<i>PENDING</i>	Statement file received, waiting for payment file.
	<i>RE xxx</i>	Rejected with error code xxx, sent to resubmission log.
	<i>WO xxx</i>	Automatic write off configured for error code xxx. (Item will be written off)
	<i>PP xxx</i>	Item to be partially paid. No automatic receipting of these items. Part payment due to error code xxx, sent to over/part payments log. Payment will be receipted to Overflow Account.
	<i>OP xxx</i>	Amount to be paid will be greater than requested i.e. over payment. No automatic receipting of these items. Payment will be receipted to Overflow Account.
	<i>PAID</i>	Item paid off in full.



	<i>PA PART</i>	Item partially paid.
	<i>UNK</i>	Unknown exception on this item.
	<i>F xxxx</i>	The voucher/item/claim failed while pre MEDICARE processing and the Client adaptor returned an xxxx error. This error will also display on the Transmission Error Log screen.
	<i>NA xxx</i>	Error code xxx has been returned but nothing was done to the claim
	<i>DUP</i>	Duplicate Claim
	<i>ADJ xxx</i>	Adjusted due to error code xxx
	<i>IN xxx</i>	Rejected by Vetclaims due to error code xxx, sent to Bill Patient Log
	<i>F 10</i>	S4B3 rule services that are included as part of a claim without a # prefixing the claim number will now be removed from Medicare claims to allow the rest of the claim to be processed. The claim transaction log will now display an F in the status column with a 10 as a numeric code to indicate this. On Transmission Error log table the transaction will also be recorded with a reason specified as "FAILED S4b3 ITEM".
Name	Patient name.	
Invoice	Invoice number that the item is associated with.	
Lab No	Laboratory number associated with the item.	
Date	Service date.	
Item	Medicare Benefits Schedule item number.	
Claim	Item amount claimed.	
Paid	Item amount paid by Medicare.	
Balance	The outstanding balance of the item.	



Action	The action taken on an item. Valid codes are as follows:	
	<i>PAID</i>	Item paid off in full.
	<i>PA PART</i>	Item partially paid.
	<i>UNK</i>	Unknown exception on this item.
	<i>RE</i>	Item has been resubmitted under a different claim number.
	<i>WO</i>	Item has had a write off performed against it.
	<i>RV</i>	A reversal has been performed against this item.
	<i>PP/WO</i>	User has selected the Receipt partial payment and Write off balance function from the Over/Part Payments log.

12.3.13 Access to Additional information

1. Select any entry and press the <Enter> on to view the **Adhoc Invoice Entry** screen which shows details of the invoice number listed against this item.
2. Press the <Enter> key again to view the **Debtor Invoice Transaction** screen.

12.4 Bill Patient Log

The screen shows a list of patients that have been rejected by Medicare.

The bill patient log allows the user to put selected items rejected by Medicare, back into the Consolidation Queue so that the patient may be charged. Any error code configured with a response of "Bill patient" will be displayed in this log if encountered by the system in an electronic Exception Statement file sent from Medicare.

Fields	Description
Name	Name of Account Holder
Claim	Claim Number of Transaction
Item	Item number



Requested	Initial Amount of Transaction requested on the claim
Balance	Remaining Balance of Transaction
Code	Transaction Error Code
Reason	Reason for rejection

Function Buttons

Function	Description
Adjustment [F6]	Make an adjustment on the transaction
Delete Entry [SF5]	Deletes the selected entry from the log without any other actions
Reverse & Bill Patient [SF6]	Reverses the item from the Vetclaims invoice back to the Consolidation Queue so that the patient can be billed or billed using another billing category.
Write Off [SF7]	Writes off items on a relevant invoice
Reception [SF10]	Access the specimen registration screen for the patient

12.4.1 To Adjust a Transaction

1. Select the Adjustment [F6] function button.
2. At the prompt *“Enter Type of Adjustment”*, enter the mnemonic of the adjustment type. F1 Lookup available.
3. Select OK or press <Enter> or Cancel to cancel action.
4. At the prompt *“Enter reference number:”*, enter a reference number for the adjustment.
5. Select OK or press <Enter> to continue.
6. At the prompt *“Enter Reason for adjustment:”*, enter a reason for the adjustment.
7. Select OK or press <Enter> to continue or Cancel to cancel action.
8. The Transaction is removed from the list.

12.4.2 To Delete an Entry

Highlight the required entry and select the Delete Entry [SF5] function button. The required entry is removed from the list.



12.4.3 To Reverse & Bill a Patient

1. Highlight the required entry to be re-billed.
2. Select the Reverse & Bill Patient [SF6] function button.
3. At the prompt *“Enter billing category”*, enter the billing category required. F1 Lookup available.
4. Select OK or press <Enter> to continue.
5. At the prompt *“Enter account (Default XXXXXXXX):”*, enter the required account No or leave blank to use the default No.
6. Select OK to or press <Enter> to continue or Cancel to cancel.
7. The prompt *“Patient billed to account XXXXXXXX”* is displayed.
8. Select OK or press <Enter> to continue.

The item is inserted via the Consolidation Queue against the patient account.

Note: If the account does not exist, the prompt *“Account XXXXXXXX doesn’t exist, Create account (y/n)?”* is displayed, from where an account may be created.

The item is then reversed and removed from the table. The lab number registration is updated if the billing category is different from the old one.

Note: If multiple items are to be reversed with different billing categories, each item should be reversed and consolidated before reversing the next one i.e. do not attempt to put multiple items from the same voucher into the Consolidation Queue at the same time, with different billing categories.

12.4.4 To Write Off an Entry

1. Highlight a required entry.
2. Select the Write Off [SF7] function button.
3. At the prompt *“Enter Type of Write Off (A/B)”*, enter the type of Write Off.
A Adjustment
B Bad Debt
4. Select OK to continue or press <Enter>.
5. At the prompt *“Enter Reason for Write Off”*, enter a reason for the write off.
6. Select OK or press <Enter> to continue or Cancel to cancel.

12.4.5 To View the Reception Screen of Entry

1. Highlight the required entry.
2. Select the Reception [SF10] function button.
3. Select Back icon to return to Bill Patient Log.



12.5 Resubmission Log

The Resubmission log allows the user to correct the details on selected items that have been rejected by Medicare and resubmit them. It also provides functionality to write off, adjust or reverse rejections. Any error code configured with a response of “Resubmit item” will be displayed in this log if encountered by the system in an electronic Exception Statement file from Medicare. When an item is resubmitted, it is sent back to the assign claim number queue to be submitted on a new claim.

Resubmission Log Table

Fields	Description
Name	Name of Account Holder
Claim	Claim Number
Item	Item number
Requested	Initial Amount of Transaction
Balance	Remaining Balance of Transaction
Code	Resubmission Error Code
Reason	Reason for resubmission

Function Buttons

Function	Description
Adjustment [F6]	Make an adjustment on the transaction
Filter [F8]	Filter the resubmission log by Claim number, item number, Code/Reason or Name.
Delete Entry [SF5]	Deletes the selected entry from the log
Resubmit Claim [SF6]	Send transaction back to assign claim number queue with amended details
Write Off [SF7]	Writes off an item on a relevant invoice
Reverse [SF8]	Reverses item from Medclaims invoice back to Consolidation Queue



12.5.1 To view the Vetclaims Resubmission Details Screen

To view the Vetclaims resubmission details screen select the required entry and double-click or press <Enter>.

12.5.2 To Adjust a Transaction

1. Select the Adjustment [F6] function button.
2. At the prompt *“Enter Type of Adjustment”*, enter the mnemonic of the adjustment type. F1 Lookup available.
3. Select OK or press <Enter> or Cancel to cancel action.
4. At the prompt *“Enter reference number:”*, enter a reference number for the adjustment.
5. Select OK or press <Enter> to continue.
6. At the prompt *“Enter Reason for adjustment:”*, enter a reason for the adjustment.
7. Select OK or press <Enter> to continue or Cancel to cancel action.
8. The Transaction is removed from the list.

12.5.3 To Delete an Entry

Highlight the required entry and select the Delete Entry [SF5] function button. The required entry is removed from the list.

12.5.4 To Resubmit a Claim

1. Highlight the item to be corrected and press <Enter>. The Vetclaims Resubmission Details screen is displayed.
2. Correct the appropriate field.
Note: Adjusting the Item Number will cause the displayed Benefit and Service Description field to change appropriately. All fields from Given Name to Payee Provider apart from Service Description and Benefit are editable.
3. Select the Save icon or press F4 to save.
4. Select the Back icon or press ESC to return to the Resubmission log.
5. Select the Resubmit Claim [SF6] function button.

The item is inserted via the Assign Claim Number list.

12.5.5 To Write Off an Entry

1. Highlight a required entry.
2. Select the Write Off [SF7] function button.
3. At the prompt *“Enter Type of Write Off (A/B)”*, enter the type of Write Off.
A Adjustment
B Bad Debt
4. Select OK to continue or press <Enter>.



5. At the prompt *“Enter Reason for Write Off”*, enter a reason for the write off.
6. Select OK or press <Enter> to continue or Cancel to cancel action.

12.5.6 To Reverse a Transaction

1. Highlight the required entry.
2. Select the Reverse [SF8] function button.
3. At the prompt *“Enter billing category”*, enter the mnemonic of the billing category. F1 Lookup available.
4. Select OK to continue or Cancel to cancel action.
5. At the prompt *“Enter Account (Default XXXnnnnnn):”*, enter an account number or leave blank to use the default account number provided.
6. Select OK to continue or Cancel to cancel action.

The item is then reversed, removed from the table and is placed in the Consolidation Queue so that it can be billed to another user defined billing category. The lab number registration is updated if the billing category has been changed.

Note:

If multiple items are to be reversed with different billing categories, each item should be reversed and consolidated before reversing the next one. I.e. do not attempt to put multiple items from the same voucher into the Consolidation Queue at the same time, with different billing categories.

12.5.7 To Filter the Resubmission Log

The filter function facilitates the effective searching within the log. The user can filter the Resubmission log by.

- Claim
- Item
- Code/Reason (F1 Lookup available)
- Name

12.5.8 To Search the Resubmission Log

1. Select the Filter [F8] function button to initiate the filter search.
2. Enter a claim number if required.
3. Press <Enter> or <Tab> to access the other filter fields.
4. Enter any other required filtering criteria in the respective fields.
5. Select the Save icon to apply the filters to the table. The Resubmission table is displayed with the results of the filter.



6. To apply another filter press Filter again.

Note: All fields can be used independently of each other or the search can be done by using all fields at the same time.

12.5.8.1 Vetclaims Resubmission Details

This screen displays the resubmission details of a selected entry.

Vetclaims Resubmission Details

Field	Description
Patient Name	Patient's Full Name
Ur Number	UR Number of Patient
Lab Number	Lab Number associated with Transaction
Given Name	Given Name of the Patient
Medicare No.	Medicare Number of Patient
Service Date	Service Date of Transaction
Request Date	Requested Date of Transaction
Request Provider	Provider number of the requestor
Service Description	Description of the test request
Item	Item Number
Benefit	Item Amount claimed
Payee Provider	Billing provider
Error code and reason	Error code and reason for resubmission

12.6 Over/Part Payments Log

The Over / Part Payments Log displays those items where the payment from Medicare is not equal to the amount claimed and is not equal to zero i.e. Medicare is making a part or over



payment. If the error code used by Medicare to accompany this exception is configured as Bill Patient or Resubmit item, the exception will not appear on the Over/Part Payments Log. When Medicare either pays more than the amount claimed or less than the amount claimed, the system does not automatically receipt those amounts. Instead they are inserted to this log to be manually processed. Other error responses are also displayed on this log:

No transactions to pay: Medicare is not paying any of this claim or the claim has already been paid. Check to ensure that this has occurred correctly before deleting this item from the list.

Missing Statement: A payment file has been received, but the statement file has not yet been processed. Do not delete this entry from the log. Once the statement file is processed, the user will need to press [Receipt Entry] function button to receipt the claim.

For individual items on the log the user can chose to:

- Receipt and adjust entry (the system will prompt for adjustment details)
- Receipt and write off entry (the system will prompt for write off information)
- Receipt the entry and leave the balance outstanding.

Note: The Over/Part Payments Log is only populated when both the Exception Statement and Payment Statement have been read into the system. This log contains functionality to receipt these over and under payments, so the Payment Statement needs to have been received in order to allocate these over and under payments to the Overflow Account.

Over/Part Payments Log Table

Fields	Description
Name	Name of Account Holder
Claim	Claim Number of Transaction
Item	Item Number
Requested	Initial Amount of Transaction requested on the claim
Paid	Amount of Transaction Paid
Balance	Remaining Balance of Transaction
Code	Transaction Error Code
Reason	Reason for over/part payment

Function Buttons



Function	Description
Receipt and Adjust Entry [F6]	Allocates the payment to the invoice and the remaining balance placed on the overflow account.
Receipt Entry [F7]	Allocates payment to the invoice. For an overpayment remainder of payment is allocated to the overflow account.
Delete Entry [SF5]	Deletes the selected entry from the log
Receipt and Writeoff Entry [SF7]	Allocate the payment to the invoice and writes off the remaining balance.

12.6.1 To Receipt and Adjust an Entry

1. Highlight the required entry.
2. Select the Receipt and Adjust Entry [F6] function button.
3. At the prompt *“Enter Type of adjustment”*, enter the type of adjustment. F1 Lookup available.
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. At the prompt *“Enter reference number”*, enter the reference number.
6. Select OK or press <Enter> to continue or Cancel to cancel.
7. At the prompt *“Enter Reason for adjustment”*, enter the reason for the adjustment.
8. Select OK or press <Enter> to continue or Cancel to cancel.

Payment is allocated to the invoice and remaining balance placed in the overflow account.

12.6.2 To Receipt an Entry

1. Highlight the required entry.
2. Select the Receipt Entry [F7] function button.

The entry is receipted which leaves the balance outstanding.

When a payment file has been received, but the statement file has not yet been processed, the user will need to press the Receipt Entry [F7] function button to receipt the claim once the statement file is processed.

Note: If not enough funds are available, the prompt *“Not enough funds available on receipt xx.xxx.xxx”* is displayed.

12.6.3 To Delete an Entry

1. Highlight the required entry and select the Delete Entry [SF5] function button.



- 2. The entry is deleted from the Over/Part Payments Log.

12.7 Card Flags Log

The Card Flags Log displays all cards flags received in electronic Exception Statement files received from Medicare. This log allows the user to update patient Veteran affairs card number details via the Specimen Registration screen and then delete the entry.

Card Flags Log Table

Fields	Description
Name	Name of Account Holder
Claim	Claim Number
Item	Item number
Card number	Card number of account Holder
Code	Error Code
Reason	Reason for Error

Function Buttons

Function	Description
Filter [F5]	Filter the Card Flags Log table.
Update Entry [F8]	Update the card number details
Delete Entry [SF5]	Deletes the selected entry from the log
Bulk Delete [SF6]	Delete all Entries in the Card Flag Log.
Bulk Update [SF8]	Updates all Card Details in the Card Flags Log Table.
Reception [SF10]	Access the specimen registration screen for the patient



12.7.1 To filter the Card Flags Log table

1. Select the Filter [F5] function button.
2. At the prompt *"Code:"*, enter the code required to be filtered by.

The Card Flag Log table with only entries of the required code is displayed.

12.7.2 To update Card Details of a single entry

1. Highlight the required entry.
2. Select the Update Entry [F8] function button.
3. The prompt *"Card number updated"* is displayed.

The updated entry will need to be manually deleted from the list.

12.7.3 To manually delete an entry from the Card Flags Log

1. Highlight the required entry to be deleted from the Card Flags Log.
2. Select the Delete Entry [SF5] function button.

The entry is removed from the Card Flags Log table.

12.7.4 To perform a Bulk Delete

1. Select the Bulk Delete [SF8] function button.
2. At the prompt *"Bulk Delete all listed records (Y/N)?"*, click Yes to continue or No to cancel action.

All entries in the card flag log table are deleted.

12.7.5 To update multiple entries in the Card Flags Log

1. Select the Bulk Update [SF8] function button.
2. The prompt *"Records Updated"* is displayed when the update is completed.

Updated records will then be automatically deleted from the Card Flags Log.

12.7.6 To view the Reception screen of an Entry

1. Highlight the required entry.
2. Select the Reception [SF10] function button.
3. The reception screen for that entry is displayed to edit the Veteran affairs number if desired.
4. Select the Back icon to return to the Card Flags Log.



12.8 Transmission Errors Log

The error messages that are generated by the adaptor while transmitting the claims will be listed under the Transmission Error Log in **Evolution vLab™**. The error codes generated from the Adaptor software fall into four categories each with a series of 4-digit numbers that identify the error. The categories include Functional Return Codes; series (1xxx – 2xxx), Transmission Return Codes; series (30xx), Information Messages; series (52xx and 8xxx) and Data return codes; series (70xx and 9xxx). The Data Return Codes are listed in the following table.

Error Code Range	Associated Text
90xx	Return Codes in this range relate to authority to participate in online claiming/ECLIPSE.
91xx	Return Codes in this range relate to security matters.
92xx	Return Codes in this range relate to data formats and values.
93xx, 94xx & 70xx	Return Codes in this range relate to data inconsistencies including missing data.
96xx	Return Codes in this range relate to assessing conditions detected during real-time processing.

Transmission Error Log Table

Fields	Description
Name	Type of error or name of the account holder
Claim	Claim Number
Schedule Id	MBS Item number is applicable
Code	Error Code
Reason	Reason for Error

Function Buttons

Function	Description
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Adjustment [F6]	Make an adjustment on the transaction (applicable to the item number level only)
View Claim [F8]	Display the Claim Transaction Screen
Delete Entry [SF5]	Deletes Entry from the Log
Resubmit Claim [SF6]	Send Transaction back to the Assign Claim Number Queue with Amended Details
Write off [SF7]	Write Off the item on the Relevant Invoice
Reverse [SF8]	Reverse Item from Vetclaims Invoice back to Consolidation Queue

12.8.1 To view the Transmission Error Details Screen

To view the Transmission Error Details screen, highlight the required entry and double-click or press <Enter>.

Fields	Description
Claim	Claim Number
Name	Type of error or Name of Account Holder
Voucher	Voucher Number
Schedule Id	MBS Item number
Item	Item position on the voucher.
Error	Error Code

12.8.2 OPV Errors

If OPV configuration is enabled for Medicare and Veterans administration patients and any of the registration billing details do not match what Medicare Australia has on record (i.e. OPV result is anything other than "0 – Patient Eligible for Medicare"), the OPV result will return with an error code and will be displayed as a Specimen Exception in the existing Exception List Combined or Exception List. OPV exceptions will continue to display on the exceptions report until the exception is corrected and the report is rerun.



12.8.3 To Adjust a Transaction

1. Highlight the required entry.
2. Select the Adjustment [F6] function button.
3. At the prompt "Enter Type of Adjustment", enter the type of adjustment required.
F1 Lookup available.
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. At the prompt "Enter reference number:", enter the reference number.
6. Select OK or press <Enter> to continue or Cancel to cancel action.

12.8.4 To View the Claim

To view the Claim Transactions screen, highlight the required entry and select the View Claim [F8] function button.

Claim Transactions Screen

Field	Description	
VP	Voucher position in the claim.	
IP	Item position on the voucher.	
STATUS	Status of the item. Valid status codes as follows:	
	CURR	outstanding, no statement file received as yet
	PENDING	Statement file received, waiting for payment file.
	RE xxx	Rejected with error code xxx, sent to resubmission log.
	WO xxx	Written off due to error code xxx
	PP xxx	Part payment due to error code xxx, sent to over/part payments log
	PO xxx	Pending Excess
	PAID	Claim fully paid
	PA PART	Claim was partially paid.
	UNK	Unknown.



	<i>F xxxx</i>	The voucher/item/claim failed while pre MEDICARE processing and the Client adaptor returned an xxxx error. This error will also display on the Transmission Error Log screen.
	<i>NA xxx</i>	Error code xxx has been returned but nothing was done to the claim
	<i>DUP</i>	Duplicate Claim
	<i>ADJ xxx</i>	Adjusted due to error code xxx
	<i>IN xxx</i>	Rejected due to error code xxx, sent to Bill Patient Log
	<i>F 10</i>	S4B3 rule services that are included as part of a claim without a # prefixing the claim number will now be removed from Medicare claims to allow the rest of the claim to be processed. The claim transaction log will now display an F in the status column with a 10 as a numeric code to indicate this. On Transmission Error log table the transaction will also be recorded with a reason specified as "FAILED S4b3 ITEM".
NAME	Patients name.	
INVOICE	Invoice number that the item is associated with.	
LAB NO	Laboratory number associated with the item.	
DATE	Service date.	
ITEM	Medicare Benefits Schedule item number.	
CLAIM	Item amount claimed.	
PAID	Item amount paid by Medicare.	
BALANCE	The outstanding balance of the item.	
ACTION	The action taken on an item. Valid codes are as follows:	
	<i>PAID</i>	Item paid off in full.



	<i>PA PART</i>	Item partially paid.
	<i>UNK</i>	Unknown exception on this item.
	<i>RE</i>	Item has been resubmitted under a different claim number.
	<i>WO</i>	Item has had a write off performed against it.
	<i>RV</i>	A reversal has been performed against this item.
	<i>PP/WO</i>	User has selected the Receipt partial payment and Write off balance function from the Over/Part Payments log.

12.8.5 To Delete an Entry

1. Highlight the required entry.
2. Select the Delete Entry [SF5] function button.

12.8.6 To Resubmit a Claim Transaction

1. Highlight the required transaction.
2. Select the Resubmit Claim [SF6] function button.

12.8.7 To Resubmit a Whole Claim

1. Highlight the required claim entry.
2. Select the Resubmit Claim [SF6] function button.
The claim is removed from the table and sent back to the assign claim number queue to be submitted on a new claim.

12.8.8 To Write Off a Claim

1. Highlight the required entry to be written off.
2. Select the Write Off [SF7] function button.
3. At the prompt “Enter Type of Write Off (A/B)”, enter the required write off type.
A Adjustment
B Bad Debt
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. At the prompt “Enter Reason for Write Off”, enter a reason for the write off.
6. Select OK or press <Enter> to continue or Cancel to cancel action.



The entry is removed from the table.

12.8.9 To Reverse a Claim

1. Highlight the required claim to reverse.
2. Select the Reverse function button or press [SF8].
3. At the prompt *“Enter billing category”*, enter the billing category required. F1 Lookup available.
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. At the prompt *“Enter account (Default XXXnnnnnn)”*, enter the required account number if different from the default.
6. Select OK or press <Enter> to continue or Cancel to cancel action.

The claim is reversed, and entry removed from the table and placed in the Consolidation queue.



13. Eclipse

ECLIPSE is the Electronic Claim Lodgement and Information Processing Service Environment, a portal hosted by Medicare Australia to allow verification of patient information and billing information to be submitted to both Medicare and participating private health funds.

The following Medicare Online, ECLIPSE category functions are available:

- IMC (In-patient Medical Claim)
- OPV (Online Patient Verification – Patient Verification Fund)
- OEC (Online Eligibility Checking – Eligibility Check Fund)
- ERA (Eclipse Remittance Advice)

Before claims can be sent, a claim number must be assigned.

The OPV (Online Patient Verification – Patient Verification Fund) transaction will be automatically sent to the ECLIPSE portal on an almost real time basis. Send/Receive Claims will transmit all queued ECLIPSE claims that have an assigned claim number and receive any new responses back from Medicare. Once the results of the OPV transaction is received from the ECLIPSE portal, any result that does not have a status code of “0 – Success, Patient Eligible” will be written to the Consolidation Exceptions list at the Specimen level.

The Eclipse Claim Log displays all claims that have been created, this includes claims that not been sent. ECLIPSE claims are different from Medclaims and Vetclaims in that there may be one or more errors per claim per transaction. The two error types are:

- Health Fund which is typically an IMC error code.
- Medicare which is a Medicare claims errors.

13.1 Assign Claim Numbers

When the Eclipse claims are consolidated the items are added to the Assign Claim Numbers queue under the appropriate pathology provider. Before Eclipse claims can be sent to Medicare Online Client a claim number must be assigned. From here a claim number can be assigned manually (using the assignment # provided by Medicare) or automatically by the system. Claim Numbers are not unique identifiers and can be reused, therefore Claim Numbers can be either automatically or manually assigned.

A voucher relates to all the laboratory numbers for one service date for one UR number. The Assign Claims Numbers screen allows the assignment of a claim number to a batch of Medicare vouchers for an individual provider. The system will only assign a maximum of 80 vouchers per claim and only one request date per voucher is allowed.



If a difference between the original transaction amount and the current balance is encountered by the system with a particular while attempting to assign a claim number to an item, that episode will be sent to the “Assign Claims Number Rejection Items”.

Assign Claim Numbers Table

Field	Description
Provider Health Care Facility	Provider number for Health Care Facility
Provider Bill	Billing Provider
Name	Name of the Billing Provider
Type	Eclipse category type
Vouchers	Number of vouchers
Total	Total of Claim

13.1.1 To Assign Claim Numbers

1. Select the Assign Claim Numbers tab. A list of claims for each provider is displayed.
2. Highlight the provider the user wishes to assign a claim number.
3. Select the Assign Claim Numbers [F7] function button to automatically assign the “Claim Numbers” and “Account ID” (used by Medicare to identify the claim).
4. The prompt “Assigned claim numbers Xnnnn to Xnnnn for provider - XXXXX” is displayed.
5. Select OK or press the <Enter>.

Note: The claims will not be queued for submission with this function; this is done in the next step.

Note: An ECLIPSE Claim Request Worksheet will be printed for each claim after a claim has been successfully created.

Assigned claim numbers can be viewed from the Claim Log menu option. Claims that have been created but not yet transmitted to the ECLIPSE server will have an asterisk after the file name in the Sent In column of the log.

The ECLIPSE Claim Request Worksheet may also be reprinted from the Claim Log screen if necessary.



13.2 Send Claims

Once a group of claim numbers has been assigned, they are then sent to Medicare using the Send Claims function. This may be done at any stage by the user although Medicare does prefer to have groups of claims sent rather than only a few at a time.

Evolution vLab™ is scheduled to automatically retrieve report files during a nightly process and requires no user intervention.

13.2.1 To Send Claims

1. Select the Send Claims tab.
2. At the prompt *"ARE YOU SURE? Y/N"*, click Yes to continue or No to cancel.
3. The message *"MEDCLAIMS PROCESSING HAS BEEN STARTED"* is displayed if there are any claims to send.
4. New submission files are sent to the Medclaims server and from there, to Medicare.

Where the lab number registration has a collection centre entered (with an SCP configured for the collection centre), the SCP number will be included against each item for that lab number in the claim transmission file sent to Medicare.

The SCP number will also be printed against each item on the claim printout that is generated after the creation of a new claim.

13.3 Transmission Files

Transmission Files include the files sent to Medicare server from **Evolution vLab™** for processing and the files that were received back from MEDICARE. (Processing Reports and Statement Reports) A Processing report provides information relating to the claim and services within that claim.

A Payment report details the payment (to be) deposited including the amount and bank account details along with the list of claims covered by the payment. In **Evolution vLab™**, the user can search for Transmission files using a claim ID. All the files that contain a reference to the claim ID will be listed on the View Transmission files Screen. This includes the claim transmission file that was sent to Medicare and the received files containing statement and payment reports.

The View Transmission Files screen displays the details of the files containing the Statement report for a particular Claim ID. The items column against the statement report will display the total number of items with card flags and/or error codes.

If the claim was successfully paid without any error codes or card flags the statement report will have zero items against it. The code column will display the card flags and the error codes against each item.



Evolution vLab™ processes the information present in the Statement/Processing report and displays it on various screens. The Claim Log screen displays the date the statement file was received and the amount that will be paid. The items with an error code or Card flag against it will be displayed on the appropriate Medclaims/Vetclaims log.

13.3.1 To View Transmission Files of a Claim

1. Enter a valid Claim number via the Claim Number field and press <Enter>.
2. A table displays with transmission files associated with the claim.
3. Select the required transmission file, double click or press <Enter> to view details of the Transmission files.

Transmission File table

Field	Description
Filename	The filename of the transmitted file
Date	Date the file was transmitted
Number of Claims	Number of claims in the transmission
Type	Type of transmission file

View Transmission Table

Field	Description
Claim	All the claim numbers contained in that file.
Date	Date of file transmission.
Claim Type	Displays the claim type ("ECLIPSE").
Type	Type of transmission file (options include Transmit, Statement and Payment)
Amount	The amount of money requested for that claim number (for Transmit and Statement type files) or the amount paid (for Payment type files).
Items	The number of items contained in that claim.



For Statement files only, a drill down table displays with details of the exceptions contained in the Statement file. Select the required statement file, double click or press <Enter> to view the items and exceptions.

View Items table

Field	Description
Item	The MBS item number of the exception.
Date	Service date.
Assigned	Patient's given name and surname. The surname and given name displayed is the surname and given name as returned from Medicare Australia in the transmission file and may not be an exact match to what is stored in . If all of the patients given name cannot be displayed a "*" will be appended to the given name.
Paid	The amount to be paid for that item.
Code	The exception error code or card flag for that item. Note: Health Funds do have some unique error codes that may appear here as well as Medicare error codes

Press **Esc** to move the cursor back through the tables and <Enter> to move forward to the next table on the screen.

13.4 Claim Log

The Claims Log displays the status of individual items within a claim. Once a claim number has been assigned, the claim is listed in the Claims Log.

Claims that have been created will be assigned an Account ID. Claims that are not yet transmitted to Medicare are listed with an asterisk after the file name in the SENT IN column, e.g. PJA0000X.123*. Once the claim has been transmitted the asterisk is removed.

Following the processing of returned files from Medicare, the relevant columns on the log are updated. When an Exception Statement is processed, the STATEMENT column is updated with the claim transmission date.

When a Payment Statement is processed the PAID column is updated with the payment date (this is the date Medicare has requested the RBA to make a direct deposit to the claimant's



account) and the DEPOSITED column is updated with the amount Medicare has paid for the claim.

13.4.1 To View All Claims

To view all claims via the claim log, select the All Claims [CF5] tab.

13.4.2 To View Outstanding Claims

To only view outstanding claims via the claims log, select the Outstanding Claims [F7] tab.

Claim Log Table

Field	Description
Claim	The claim number
Account Id	The unique identifier used when making queries with Medicare Australia.
Date	The date the claim was created.
Items	The number of items in the claim.
Requested	The total payment requested for the claim.
Provider	The requesting provider number of the claim.
Pay To	The payee provider number of the claim.
Sent In	The name of the electronic file created to submit the claim.
Statement	The claim transmission date. (This is the only date provided in the exception statement file.)
Paid	The date Medicare has requested the RBA to make payment to your nominated account.
Deposited	The amount Medicare has paid for that claim.

Function Buttons

Field	Description
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Date Range [F9]	Filter table by date range
Reprint [SF5]	Reprint all or selected claim
Resubmit Claim [SF6]	Resubmits the selected claim
Filter Provider [SF8]	Filter table by provider number
Send / Receive Claims [CF8]	Send and receive all claims

13.4.3 To View the Claims Transaction screen

To view the claims transaction screen, highlight the required entry and double-click or press <Enter>.

13.4.4 To View Claims by Date Range

1. Select the Date Range [F9] function button.
2. At the prompt *"Date range for (c)reated or (p)aid date?"*
 Select (c) to filter table by when a claim was created.
 or
 Select (p) to filter table by when a claim was paid.
 or
 Leave blank to retrieve both created and paid claims.
3. Select OK to continue or Cancel to cancel action.
4. At the prompt *"Enter Start Date"*, enter the Start Date (xx.xx.xxxx)
5. Select OK to continue or Cancel to cancel action.
6. At the prompt *"Enter End Date"*, enter the End Date (xx.xx.xxxx)
7. Select OK to continue or Cancel to cancel action.
 The table is displayed with the claim filters applied.

Below is a list of codes for use within the start and end dates fields:

Code	Description	Code	Description
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w	Start of week	W	End of week
y	Yesterday	Y	Day before yesterday
f	Start of financial year	F	End of financial year
c	Start of calendar year	C	End of calendar year
l	Last financial year start	L	Last financial year end
m	Month start	M	Month end
t	Today	d	Today

13.4.5 To Reprint a Claim or all Claims

1. If a single claim is required to be reprinted, highlight the required entry
2. Select the Reprint [SF5] function button.
3. At the prompt *“Reprint all claims (Y/N)?”*
Select (Y)es to reprint all claims.
Select (N)o to reprint highlighted claim.
Select (C)ancel to cancel action.
4. The required claim(s) are sent to the default configured printer.

13.4.6 To Resubmit a Claim

1. Highlight the required claim to resubmit.
2. Select the Resubmit Claim [SF6] function button.
3. At the prompt *“Are you sure you want to resubmit (Y/N)?”*, click Yes to continue or No to cancel action. The prompt *“Claim Resubmitted”* is displayed.
4. Select OK.

13.4.7 To Filter the Table by Provider

1. Select the Filter Provider [SF8] function button.
2. At the prompt *“Enter claim provider number”*, enter the Pay to Provider number.
3. Select OK to continue or Cancel to cancel action. The table is filtered by Pay to Provider number.

13.4.8 To Send Claims

Claims that have been created but not yet transmitted will have an asterisk after the file name in the Sent In column of the log.



Once a group of claim numbers has been assigned, they are then sent to Medicare using the Send / Claims function. This may be done at any stage the user chooses although Medicare does prefer to have groups of claims sent rather than only a few at a time.

1. Select the Send Claims [CF8] function button.
2. At the prompt "Are You Sure? Y/N", click Yes to initiate the process or No to cancel.
3. **Evolution vLab™** displays the message "Medclaims processing send in progress" if there are any claims to send. New submission files are sent to the Medclaims server and from there, to Medicare.

Evolution vLab™ is scheduled to automatically retrieve report files during a nightly process and requires no user intervention.

13.4.8.1 Claim Transactions

The Claim Transactions screen displays the transactions of the selected claim along with the account ID and the Patient's name.

Claim Transaction Table

Field	Description	
VP	Voucher position in the claim.	
IP	Item position on the voucher.	
STATUS	Status of the item. Valid status codes are as follows:	
	CURR	Item submitted but no Statement yet received.
	PENDING	Statement file received, waiting for payment file.
	ME	Multiple errors but all have the same response.
	MR	Multiple errors with multiple responses.
	RE xxx	Rejected with error code xxx, sent to resubmission log.
	WO xxx	Automatic write off configured for error code xxx. (Item will be written off)



	PP xxx	Item to be partially paid. No automatic receipting of these items. Part payment due to error code xxx, sent to over/part payments log. Payment will be receipted to Overflow Account.
	OP xxx	Amount to be paid will be greater than requested i.e. over payment. No automatic receipting of these items. Payment will be receipted to Overflow Account.
	PAID	Item paid off in full.
	PA PART	Item partially paid.
	UNK	Unknown exception on this item.
	F xxxx	The voucher/item/claim failed while pre MEDICARE processing and the Client adaptor returned an xxxx error. This error will also display on the Transmission Error Log screen.
	NA xxx	Error code xxx has been returned but nothing was done to the claim
	DUP	Duplicate Claim
	ADJ xxx	Adjusted due to error code xxx
	IN xxx	Rejected by Medclaims due to error code xxx, sent to Bill Patient Log
	F 10	S4B3 rule services that are included as part of a claim without a # prefixing the claim number will now be removed from Medicare claims to allow the rest of the claim to be processed. The claim transaction log will now display an F in the status column with a 10 as a numeric code to indicate this. On Transmission Error log table the transaction will also be recorded with a reason specified as "FAILED S4b3 ITEM".
INVOICE		Invoice number that the item is associated with.



LAB NO	Laboratory number associated with the item.	
DATE	Service date.	
ITEM	Medicare Benefits Schedule item number.	
CLAIM	Item amount claimed.	
PAID	Item amount paid by Medicare.	
BALANCE	The outstanding balance of the item.	
ACTION	The action taken on an item. Valid codes are as follows:	
	PAID	Item paid off in full.
	PA PART	Item partially paid.
	UNK	Unknown exception on this item.
	RE	Item has been resubmitted under a different claim number.
	WO	Item has had a write off performed against it.
	RV	A reversal has been performed against this item.
	PP/WO	User has selected the Receipt partial payment and Write off balance function from the Over/Part Payments log.

13.4.9 To view the Adhoc Invoice Entry Screen

1. Highlight the required entry double-click or press <Enter>.
2. The adhoc invoice entry screen for that transaction is displayed.

Function Buttons

Function	Description
Resubmit Claim [SF6]	Resubmit a claim



View Traction Error [SF7]	View Transaction Errors of a claim
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13.4.10 To Resubmit a Claim

1. Highlight the required claim to resubmit.
2. Select the Resubmit Claim [SF6] function button.
3. The prompt *“Transaction Resubmitted”* is displayed.
4. Select OK to continue.

13.4.11 To view Transaction Errors

1. Highlight the required entry.
2. Select the View Transaction Errors [SF7] function button.
3. A table of Transaction Errors is displayed.

Transaction Errors Table

Field	Description
Claim	Claim number of transaction
VP	Voucher position in claim
IP	Item position on claim
Error Type	Type of Error
Error Code	Error code
Text	Reason for Error Code
Response	Action taken in response to the Error Code

13.5 Remittance Report

The purpose of this report is to allow the user to view the details of the payment file received from the Health Insurance Commission. The payment files contain information on the amounts banked in your bank account for each claim. The most recent date is displayed at the top of the report and the oldest date at the bottom of the report. If the payment files are not received by **Evolution vLab™**, they will not display on this screen. The user should ask the



System Administrator to check the Medclaims Server if this occurs. The Remittance Report contains both Medclaims and Vetclaims receipts.

Remittance Report Table

Column	Description
Remit Date	The date the payment was made by Medicare
Received Date	The date the file was received in Evolution vLab™
Remit Value	The total value of the amount paid into the bank by Medicare
Fund ID	Fund ID
Provider Number	Billing Provider number
Claim Number	The claim number(s) included in this remittance
Amount Paid	The amount Medicare paid for that claim into your bank account

Note: Due to the speed of electronic transfer of information using Medicare online, the Remit Date and the Received Date may be the same.

Function Buttons

Column	Description
Toggle Mode [F7]	Toggle Screen sort between Remittance Date or Received Date. The sort being applied is displayed on the top left corner of the screen.
Date Range [F9]	Display the table between a required date range. Dates are entered in the format DD.MM.YY

13.5.1 To Change the Screen Sort

To toggle the screen between a Remittance or Received date sort, select the Toggle Mode [F7] function button.

13.5.2 Search by Date Range

1. Select the Date Range [F9] function button.
2. At the prompt "Enter Start Date", enter the required start date (dd.mm.yyyy)
3. Select OK to continue or Cancel to cancel action.
4. At the prompt "Enter End Date", enter the required end date (dd.mm.yyyy)



5. Select OK to continue or Cancel to cancel action.

The table displays the results as per the entered date range.



14. Eclipse Logs

This submenu provides access to the logs relevant to ECLIPSE, including the Transaction Errors Log, Resubmission Log, Bill Patient Log, Card Flag Log, Over/Part Payments Log, and the Transmission Error Log.

14.1 Transaction Errors Log

This screen is similar to the existing Resubmission Log but displays claims where there is more than one error per transaction. Functionally only one action can be taken, i.e. Resubmit, Write off etc., even if there is more than one error per transaction.

The ECLIPSE specific fields are:

- VPos – Voucher Position
- IPos – Item Position
- Fund – The health fund for the claim

Transaction Errors Log Table

Field	Description
Name	Name of Patient
Claim	Claim number
VPos	Voucher position in claim
IPos	Item Position in claim
Item	Item Number
Requested	Amount requested for that item.
Fund	Fund Name
Error Type	Error Type
Code	Code for error
Reason	Reason for error
Response	Action taken in response to Error



All function buttons have the same functionality as the existing equivalent MedClaims and VetClaims screen but in the context of ECLIPSE.

Function Buttons

Function	Description
Adjustment [F6]	Make an adjustment on the transaction
Filter [F8]	Filter the resubmission log by Claim number, item number, Code/Reason or Name.
Delete Entry [SF5]	Deletes the selected entry from the log
Resubmit Claim [SF6]	Send transaction back to assign claim number queue with amended details
Write Off [SF7]	Writes off an item on a relevant invoice
Reverse [SF8]	Reverses item from Medclaims invoice back to Consolidation Queue

14.1.1 To View the Eclipse Transaction Errors Screen

To view the Transactions error details screen, select the required entry and double-click or press <Enter>.

14.1.2 To Adjust a Transaction

1. Select the Adjustment [F6] function button.
2. At the prompt *“Enter Type of Adjustment”*, enter the mnemonic of the adjustment type. F1 Lookup available.
3. Select OK or press <Enter> or Cancel to cancel action.
4. At the prompt *“Enter reference number:”*, enter a reference number for the adjustment.
5. Select OK or press <Enter> to continue.
6. At the prompt *“Enter Reason for adjustment:”*, enter a reason for the adjustment
7. Select OK or press <Enter> to continue or Cancel to cancel action.

The Transaction is removed from the list.

14.1.3 To Delete an Entry

Highlight the required entry and select the Delete Entry [SF5] function button. The associated entry is removed from the list.



14.1.4 To Resubmit a Claim

1. Highlight the item to be corrected and press <Enter>. The Resubmission Details screen is displayed.
2. Correct the appropriate field.
Note: Adjusting the Item Number will cause the displayed Benefit and Service Description field to change appropriately. All fields from Given Name to Payee Provider apart from Service Description and Benefit are editable.
3. Select the Save icon or press F4 to save.
4. Select the Back icon or press ESc to return to the Transactions Errors Log.
5. Select the Resubmit Claim [SF6] function button.

The item is returned to the Assign Claim Numbers list.

14.1.5 To Write Off an Entry

1. Highlight a required entry.
2. Select the Write Off [SF7] function button.
3. At the prompt *"Enter Type of Write Off (A/B)"*, enter the type of Write Off.
A Adjustment
B Bad Debt
4. Select OK to continue or press <Enter>.
5. At the prompt *"Enter Reason for Write Off"*, enter a reason for the write off.
6. Select OK or press <Enter> to continue or Cancel to cancel action.

14.1.6 To Reverse a Transaction

1. Highlight the required entry.
2. Select the Reverse [SF8] function button.
3. At the prompt *"Enter billing category"*, enter the mnemonic of the billing category. F1 Lookup available.
4. Select OK to continue or Cancel to cancel action.
5. At the prompt *"Enter Account (Default XXXnnnnn):"*, enter an account number or leave blank to use the default account number.
6. Select OK to continue or Cancel to cancel action.

The item is then reversed, removed from the table, and is placed in the Consolidation Queue so that it can be billed to another user defined billing category. The lab number registration is updated if the billing category has been changed.

Note: If multiple items are to be reversed with different billing categories, each item should be reversed and consolidated before reversing the next one. I.e. do not attempt to put multiple items from the same voucher into the Consolidation Queue at the same time, with different billing categories.



14.1.7 To Filter the Transaction Error log

The filter function facilitates the effective searching within the log. The user can filter the Transaction Error log by

- Claim
- Item
- Code/Reason (F1 Lookup available)
- Name

14.1.8 To Search the Resubmission Log

1. Select the Filter [F8] function button initiate the filter search.
2. Enter a claim number if required.
3. Press <Enter> or <Tab> to access the other filter fields.
4. Enter any other required filtering criteria in the respective fields.
5. Select the Save icon to apply the filters to the table.
6. The Resubmission table is displayed with the filtering required executed.
7. To apply another filter press **Filter** again.

Note: All fields can be used independently of each other or the search can be done by using all fields at the same time.

14.2 Resubmission Log

The Resubmission log allows the user to correct the details on selected items that have been rejected by Medicare and resubmit them. It also provides functionality to write off, adjust or reverse rejections. Any error code configured with a response of “Resubmit item” will be displayed in this log if encountered by the system in an electronic Exception Statement file from Medicare. When an item is resubmitted, it is sent back to the assign claim number queue to be submitted on a new claim.

Resubmission Log Table

Field	Description
Name	Name of Patient
Claim	Claim number
VPos	Voucher position in claim
IPos	Item Position in claim



Item	Item Number
Requested	Amount requested for that item.
Fund	Fund Name
Error Type	Error Type
Code	Code for error
Reason	Reason for error
Response	Action taken in response to Error

All function keys have the same functionality as the existing equivalent MedClaims and VetClaims screen but in the context of Eclipse.

Function Buttons

Function	Description
Adjustment [F6]	Make an adjustment on the transaction
Filter [F8]	Filter the resubmission log by Claim number, item number, Code/Reason or Name.
Delete Entry [SF5]	Deletes the selected entry from the log
Resubmit Claim [SF6]	Send transaction back to assign claim number queue with amended details
Write Off [SF7]	Writes off an item on a relevant invoice
Reverse [SF8]	Reverses item from Medclaims invoice back to Consolidation Queue

14.2.1 To View the Eclipse Resubmission Log

To view the Resubmission Log details screen, select the required entry and double-click or press <Enter>.



14.2.2 To Adjust a Transaction

1. Select the Adjustment [F6] function button.
2. At the prompt *"Enter Type of Adjustment"*, enter the mnemonic of the adjustment type. F1 Lookup available.
3. Select OK or press <Enter> or Cancel to cancel action.
4. At the prompt *"Enter reference number:"*, enter a reference number for the adjustment.
5. Select OK or press <Enter> to continue.
6. At the prompt *"Enter Reason for adjustment:"*, enter a reason for the adjustment.
7. Select OK or press <Enter> to continue or Cancel to cancel action.
8. The transaction is removed from the list.

14.2.3 To Delete an Entry

Highlight the required entry and select the Delete Entry [SF5] function button. The associated entry is removed from the list.

14.2.4 To Resubmit a Claim

1. Highlight the item to be corrected and press <Enter>. The Resubmission Details screen is displayed.
2. Correct the appropriate field.
Note: Adjusting the Item Number will cause the displayed Benefit and Service Description field to change appropriately. All fields from Given Name to Payee Provider apart from Service Description and Benefit are editable.
3. Select the Save icon or press F4 to save.
4. Select the Back icon or press ESC to return to the Resubmission log.
5. Select the Resubmit Claim [SF6] function button.
The item is returned to the Assign Claim Numbers list.

14.2.5 To Write Off an Entry

1. Highlight a required entry.
2. Select the Write Off [Sf7] function button.
3. At the prompt *"Enter Type of Write Off (A/B)"*, Enter the type of Write Off.
A Adjustment
B Bad Debt
4. Select OK to continue or press <Enter>.
5. At the prompt *"Enter Reason for Write Off"*, enter a reason for the write off
6. Select OK or press <Enter> to continue or Cancel to cancel action.



14.2.6 To Reverse a Transaction

1. Highlight the required entry.
2. Select the Reverse [SF8] function button.
3. At the prompt “*Enter billing category*”, enter the mnemonic of the billing category. F1 Lookup available.
4. Select OK to continue or Cancel to cancel action.
5. At the prompt “*Enter Account (Default XXXnnnnnn):*”, enter an account number or leave blank to use the default account number provided.
6. Select OK to continue or Cancel to cancel action.

The item is then reversed, removed from the table, and is placed in the Consolidation Queue so that it can be billed to another user defined billing category. The lab number registration is updated if the billing category has been changed.

Note: If multiple items are to be reversed with different billing categories, each item should be reversed and consolidated before reversing the next one. I.e. do not attempt to put multiple items from the same voucher into the Consolidation Queue at the same time, with different billing categories.

14.2.7 To Filter the Resubmission Log

The filter function facilitates the effective searching within the log. The user can filter the Transaction Error log by

- Claim
- Item
- Code/Reason (F1 Lookup available)
- Name

14.2.8 To Search the Resubmission Log

1. Select the Filter [F8] function button to initiate the filter search.
2. Enter a claim number if required.
3. Press <Enter> or <Tab> to access the other filter fields.
4. Enter any other required filtering criteria in the respective fields.
5. Select the Save icon to apply the filters to the table. The Resubmission table is displayed with the filtering required executed.
6. To apply another filter press Filter [F8] again.

Note: All fields can be used independently of each other or the search can be done by using all fields at the same time.



14.3 Bill Patient Log

The Bill Patient Log allows the user to put selected items rejected by Medicare, back into the Consolidation Queue so that the patient may be charged. Any error code configured with a response of “Bill patient” will be displayed in this log if encountered by the system in an electronic Exception Statement file sent from Medicare.

Columns

Fields	Description
Name	Name of Account Holder
Claim	Claim Number of Transaction
Item	Number of Item in Transaction
Requested	Initial Amount of Transaction
Balance	Remaining Balance of Transaction
Code	Transaction Error Code
Reason	Reason for rejection

Function Buttons

Function	Description
Adjustment [F6]	Make an adjustment on the transaction
Delete Entry[Sf5]	Deletes the selected entry from the log without any other actions
Reverse & Bill Patient [Sf6]	Reverses the item from the invoice back to the Consolidation Queue so that the patient can be billed or billed using another billing category.
Write Off [Sf7]	Writes off items on a relevant invoice
Reception [Sf10]	Access the specimen registration screen for the patient

14.3.1 To Adjust a Transaction

1. Select the Adjustment [F6] function button.



2. At the prompt *“Enter Type of Adjustment”*, enter the mnemonic of the adjustment type. F1 Lookup available.
3. Select OK or press <Enter> or Cancel to cancel action.
4. At the prompt *“Enter reference number:”*, enter a reference number for the adjustment.
5. Select OK or press <Enter> to continue.
6. At the prompt *“Enter Reason for adjustment:”*, enter a reason for the adjustment.
7. Select OK or press <Enter> to continue or Cancel to cancel action.

The Transaction is removed from the list

14.3.2 To Delete an Entry

Highlight the required entry and select the Delete Entry [SF5] function button. The associated entry is removed from the list.

14.3.3 To Reverse & Bill a Patient

1. Highlight the required entry to be re-billed.
2. Select the Reverse & Bill Patient [SF6] function button.
3. At the prompt *“Enter billing category”*, enter the billing category required. F1 Lookup available.
4. Select OK or press <Enter> to continue.
5. At the prompt *“Enter account (Default XXxxxxxxx):”*, enter the required account number or leave blank to use the default.
6. Select OK to or press <Enter> to continue or Cancel to cancel.
7. The prompt *“Patient billed to account XXxxxxxxx”* is displayed.
8. Select OK or press <Enter> to continue.

The item is displayed via the Consolidation Queue against the patient account.

Note: If the account does not exist then the prompt *“Account XXxxxxxxx doesn’t exist, Create account (y/n)?”* is displayed from where an account may be created.

The item is then reversed and removed from the table. The lab number registration is updated if the billing category is different from the old one.

Note: If multiple items are to be reversed with different billing categories, each item should be reversed and consolidated before reversing the next one. I.e. do not attempt to put multiple items from the same voucher into the Consolidation Queue at the same time, with different billing categories.

14.3.4 To Write off an Entry

1. Highlight a required entry.



2. Select the Write Off [SF7] function button.
3. At the prompt *“Enter Type of Write Off (A/B)”*, enter the type of Write Off.
 - A** Adjustment
 - B** Bad Debt
4. Select OK to continue or press <Enter>.
5. At the prompt *“Enter Reason for Write Off”*, enter a reason for the write off.
6. Select OK or press <Enter> to continue or Cancel to cancel.

14.3.5 To View the Reception Screen of Entry

1. Highlight the required entry.
2. Select the Reception [SF10] function button.
3. Select Back icon to return to Bill Patient Log.

14.4 Card Flag Log

The Card Flags Log displays all cards flags received in electronic Exception Statement files received from Medicare. This log allows the user to update patient Medicare card number details via the Specimen Registration screen and then delete the entry.

Card Flags Log Table

Fields	Description
Name	Name of Account Holder
Claim	Claim Number
Item	Item number
Card number	Card number of account Holder
Code	Error Flag
Reason	Reason for Error

Function Buttons

Function	Description
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Filter [F5]	Filter the Card Flags Log table.
Update Entry [F8]	Update the card number details
Delete Entry [SF5]	Deletes the selected entry from the log
Bulk Delete [SF6]	Delete all Entries in the Card Flag Log.
Bulk Update [SF8]	Updates all Card Details in the Card Flags Log Table.
Reception [SF10]	Access the specimen registration screen for the patient

14.4.1 To Filter the Card Flags Log table

1. Select the Filter [F5] function button.
2. At the prompt *"Code:"*, enter the code required to be filtered by.

The Card Flag Log table displays only entries with the specified code.

14.4.2 To Update Card Details of a Single Entry

1. Highlight the required entry.
2. Select the Update Entry [F8] function button.
3. The prompt *"Card number updated"* is displayed.

The updated entry will need to be manually deleted from the list.

14.4.3 To Manually Delete an Entry from the Card Flags Log

1. Highlight the required entry to be deleted from the Card Flags Log.
2. Select the Delete Entry [SF5] function button.

The entry is removed from the Card Flags Log table.

14.4.4 To Perform a Bulk Delete

1. Select the Bulk Delete [SF8] function button.
2. At the prompt *"Bulk Delete all listed records (Y/N)?"*, select OK to continue or Cancel to cancel action.

All entries in the card flag log table are deleted.



14.4.5 To Update Multiple Entries in the Card Flags Log

1. Select the Bulk Update [SF8] function button.
2. The prompt *“Records Updated”* is displayed when the update is completed.

Updated records will then be automatically deleted from the Card Flags Log.

14.4.6 To view the Reception screen of an Entry

1. Highlight the required entry.
2. Select the Reception [SF10] function button.
3. The reception screen for that entry is displayed to edit any fund details if desired.
4. Select the Back icon to return to the Card Flags Log.

14.5 Over/Part Payments Log

The Over / Part Payments Log displays those items where the payment from Medicare is not equal to the amount claimed and is not equal to zero. i.e. Medicare is making a part or over payment. If the error code used by Medicare to accompany this exception is configured as Bill Patient or Resubmit item, the exception will not appear on the Over/Part Payments Log.

When Medicare either pays more than the amount claimed or less than the amount claimed, the system does not automatically receipt those amounts. Instead they are inserted to this log to be manually processed.

Other error responses are also displayed on this log:

No transactions to pay: Medicare is not paying any of this claim or the claim has already been paid. Check to ensure that this has occurred correctly before deleting this item from the list.

Missing Statement: A payment file has been received, but the statement file has not yet been processed. Do not delete this entry from the log. Once the statement file is processed, the user will need to press [Receipt Entry] function button to receipt the claim.

Note: The Over/Part Payments Log is only populated when both the Exception Statement and Payment Statement have been read into the system.

This log contains functionality to receipt these over and under payments, so the Payment Statement needs to have been received in order to allocate these over and under payments to the Overflow Account.

Over/Part Payments Log Table

Fields	Description
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Name	Name of Account Holder
Claim	Claim Number of Transaction
Item	Item Number
Requested	Initial Amount of Transaction requested on the claim
Paid	Amount of Transaction Paid
Balance	Remaining Balance of Transaction
Code	Transaction Error Code
Reason	Reason for over/part payment

Function Buttons

Function	Description
Receipt and Adjust Entry [F6]	Allocates the payment to the invoice and the remaining balance placed on the overflow account.
Receipt Entry [F7]	Allocates payment to the invoice. For an overpayment remainder of payment is allocated to the overflow account.
Delete Entry [SF5]	Deletes the selected entry from the log
Receipt and Writeoff Entry [SF7]	Allocate the payment to the invoice and writes off the remaining balance.

14.5.1 To Receipt and Adjust an Entry

1. Highlight the required entry.
2. Select the Receipt and Adjust Entry [F6] function button.
3. At the prompt *“Enter Type of adjustment”*, enter the type of adjustment. F1 Lookup available.
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. At the prompt *“Enter reference number”*, enter the reference number.
6. Select OK or press <Enter> to continue or Cancel to cancel.
7. At the prompt *“Enter Reason for adjustment”*, enter the reason for the adjustment.
8. Select OK or press <Enter> to continue or Cancel to cancel.



Payment is allocated to the invoice and remaining balance placed in the overflow account.

14.5.2 To Receipt an Entry

1. Highlight the required entry.
2. Select the Receipt Entry [F7] function button.

The entry is receipted which leaves the balance outstanding.

When a payment file has been received but the statement file has not yet been processed, the user will need to select the Receipt Entry [F7] function button to receipt the claim once the statement file is processed.

Note: If not enough funds are available, the prompt “*Not enough funds available on receipt xx.xxx.xxx*” is displayed.

14.5.3 To Delete an Entry

1. Highlight the required entry and select the Delete Entry [SF5] function button.
2. The entry is deleted from the Over/Part Payments Log table.

14.6 Transmission Error Log

The error messages that are generated by the Client adaptor while transmitting the claims will be listed under the Transmission Error Log in **Evolution vLab™**. The error codes generated from the Client Adaptor software fall into four categories each with a series of 4-digit numbers that identify the error. The categories include Functional Return Codes; series (1xxx – 2xxx), Transmission Return Codes; series (30xx), Information Messages; series (52xx and 8xxx) and Data return codes; series (70xx and 9xxx). The Data Return Codes are listed in the following table.

Error Code Range	Associated Text
90xx	Return Codes in this range relate to authority to participate in online claiming/ECLIPSE.
91xx	Return Codes in this range relate to security matters.
92xx	Return Codes in this range relate to data formats and values.
93xx, 94xx & 70xx	Return Codes in this range relate to data inconsistencies including missing data.



96xx	Return Codes in this range relate to assessing conditions detected during real-time processing.
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Transmission Error Log Table

Fields	Description
Name	Type of error or name of the account holder
Claim	Claim Number
Schedule Id	MBS Item number is applicable
Code	Error Code
Reason	Reason for Error

Function Buttons

Function	Description
Adjustment [F6]	Make an adjustment on the transaction (applicable to the item number level only)
View Claim [F8]	Display the Claim Transaction Screen
Delete Entry [SF5]	Deletes Entry from the Log
Resubmit Claim [SF6]	Send Transaction back to the Assign Claim Number Queue with Amended Details
Write Off [SF7]	Write Off the item on the Relevant Invoice
Reverse [SF8]	Reverse Item from Medclaims Invoice back to Consolidation Queue

14.6.1 To View the Transmission Error Details Screen

To view the Transmission Error Details screen highlight the required entry and double-click or press <Enter>.

Fields	Description
Claim	Claim Number



Name	Type of error or Name of Account Holder
Voucher	Voucher Number
Schedule Id	MBS Item number
Item	Item position on the voucher.
Error	Error Code

14.6.2 OPV Errors

If OPV configuration is enabled for Medicare and Veterans administration patients and any of the registration billing details to not match what Medicare Australia has on record (i.e. OPV result is anything other than “0 – Patient Eligible for Medicare”), the OPV result will return with an error code and will be displayed as a Specimen Exception in the existing Exception List Combined or Exception List. OPV exceptions will continue to display on the exceptions report until the exception is corrected and the report is rerun.

14.6.3 To Adjustment a Transaction

1. Highlight the required entry.
2. Select the Adjustment [F6] function button.
3. At the prompt “Enter Type of Adjustment”, enter the type of adjustment required. F1 Lookup available.
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. At the prompt “Enter reference number:”, enter the reference number.
6. Select OK or press <Enter> to continue or Cancel to cancel action.

14.6.4 To View the Claim

To view the Claim Transactions screen, highlight the required entry and select the View Claim function [F8] function button.

Claim Transaction Screen

Field	Description
VP	Voucher position in the claim.
IP	Item position on the voucher.
STATUS	Status of the item. Valid status codes as follows:



	<i>CURR</i>	outstanding, no statement file received as yet
	<i>PENDING</i>	Statement file received, waiting for payment file.
	<i>RE xxx</i>	Rejected with error code xxx, sent to resubmission log.
	<i>WO xxx</i>	Written off due to error code xxx
	<i>PP xxx</i>	Part payment due to error code xxx, sent to over/part payments log
	<i>PO xxx</i>	Pending Excess
	<i>PAID</i>	Claim fully paid
	<i>PA PART</i>	Claim was partially paid.
	<i>UNK</i>	Unknown.
	<i>F xxxxx</i>	The voucher/item/claim failed while pre MEDICARE processing and the Client adaptor returned an xxx error. This error will also display on the Transmission Error Log screen.
	<i>NA xxx</i>	Error code xxx has been returned but nothing was done to the claim
	<i>DUP</i>	Duplicate Claim
	<i>ADJ xxx</i>	Adjusted due to error code xxx
	<i>IN xxx</i>	Rejected by Medclaims due to error code xxx, sent to Bill Patient Log
	<i>F 10</i>	S4B3 rule services that are included as part of a claim without a # prefixing the claim number will now be removed from Medicare claims to allow the rest of the claim to be processed. The claim transaction log will now display an F in the status column with a 10 as a numeric code to indicate this. On Transmission Error log table the transaction will also be recorded with a reason specified as "FAILED S4b3 ITEM".



NAME	Patients name.	
INVOICE	Invoice number that the item is associated with.	
LAB NO	Laboratory number associated with the item.	
DATE	Service date.	
ITEM	Medicare Benefits Schedule item number.	
CLAIM	Item amount claimed.	
PAID	Item amount paid by Medicare.	
BALANCE	The outstanding balance of the item.	
ACTION	The action taken on an item. Valid codes are as follows:	
	<i>PAID</i>	Item paid off in full.
	<i>PA PART</i>	Item partially paid.
	<i>UNK</i>	Unknown exception on this item.
	<i>RE</i>	Item has been resubmitted under a different claim number.
	<i>WO</i>	Item has had a write off performed against it.
	<i>RV</i>	A reversal has been performed against this item.
	<i>PP/WO</i>	User has selected the Receipt partial payment and Write off balance function from the Over/Part Payments log.

14.6.5 To Delete an Entry

1. Highlight the required entry.
2. Select the Delete Entry [SF5] function button.

14.6.6 To Resubmit a Claim Transaction

1. Highlight the required transaction.
2. Select the Resubmit Claim [SF6] function button.



14.6.7 To Resubmit a Whole Claim

1. Highlight the required claim entry.
2. Select the Resubmit Claim [SF6] function button.

The claim is removed from the table and sent back to the assign claim number queue to be submitted on a new claim.

14.6.8 To Write Off a Claim

1. Highlight the required entry to be written off.
2. Select the Write Off [SF7] function button.
3. At the prompt *“Enter Type of Write Off (A/B)”*, enter the required write off type.
 - A Adjustment
 - B Bad Debt
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. At the prompt *“Enter Reason for Write Off”*, enter a reason for the write off.
6. Select OK or press <Enter> to continue or Cancel to cancel action.

The entry is removed from the table.

14.6.9 To Reverse a Claim

1. Highlight the required claim to reverse.
2. Select the Reverse [SF8] function button.
3. At the prompt *“Enter billing category”*, enter the billing category required. F1 Lookup available.
4. Select OK or press <Enter> to continue or Cancel to cancel action.
5. At the prompt *“Enter account (Default XXXnnnnnn):”*, enter the required account number if different from the default.
6. Select OK or press <Enter> to continue or Cancel to cancel action.

The claim is reversed and entry removed from the table and placed in the Consolidation queue.



15. Med/Vetclaims (Misc)

This menu allows the user to view the Medclaims and Vetclaims transmission files, view the Rejected Items so that they may be returned to the Assign Claim number queue if required, and view Remittance and Error Log Reports.

15.1 View Transmission Files

Transmission files include the files sent to Medicare server from **Evolution vLab™** for processing and the files that were received back from MEDICARE. (Processing Reports and Statement Reports) A Processing report provides information relating to the claim and services within that claim.

A Payment report details the payment (to be) deposited including the amount and bank account details along with the list of claims covered by the payment. In **Evolution vLab™** the user can search for Transmission files using a claim ID. All the files that contain a reference to the claim ID will be listed on the View Transmission files Screen. This includes the claim transmission file that was sent to Medicare and the received files containing statement and payment reports.

The View Transmission Files screen displays the details of the files containing the Statement report for a particular Claim ID. The items column against the statement report will display the total number of items with card flags and/or error codes. If the claim was successfully paid without any error codes or card flags the statement report will have zero items against it. The code column will display the card flags and the error codes against each item.

Evolution vLab™ processes the information present in the Statement/Processing report and displays it on various screens. The Claim Log screen displays the date the statement file was received and the amount that will be paid. The items with an error code or Card flag against it will be displayed on the appropriate Medclaims/Vetclaims log.

This screen displays the transmission files of a required claim.

15.1.1 To View Transmission files of a Claim

1. Enter a valid Claim number via the Claim Number field and press <Enter>.
2. The table displays with transmission files associated with the claim.
3. Select the required transmission file, double click or press <Enter> to view details of the Transmission files.

Transmission File table

Field	Description
Filename	The filename of the transmitted file.



Date	Date the file was transmitted.
Number of Claims	Number of claims in the transmission
Type	Type of transmission file.

View Transmission Table

Field	Description
Claim	All the claim numbers contained in that file.
Date	Date of file transmission.
Claim Type	Displays the claim type (Medclaim or Vetclaim)
Type	Type of transmission file (options include Transmit, Statement and Payment)
Amount	The amount of money requested for that claim number (for Transmit and Statement type files) or the amount paid (for Payment type files).
Items	The number of items contained in that claim.

For Statement files only, a drill down table displays with details of the exceptions contained in the Statement file. Select the required statement file, double click or press <Enter> to view the items and exceptions.

View Items table

Field	Description
Item	The MBS item number of the exception.
Date	Service date.
Assigned	<p>Patient's given name and surname.</p> <p>The surname and given name displayed is the surname and given name as returned from Medicare Australia in the transmission file and may not be an exact match to what is stored in .</p> <p>If all of the patients given name cannot be displayed a "*" will be appended to the given name.</p>



Paid	The amount to be paid for that item.
Code	The exception error code or card flag for that item.

Press Esc to move the cursor back through the tables and <Enter> to move forward to the next table on the screen.

15.2 Assign Claim Rejected Items

The purpose of this screen is to display laboratory records that the system was unable to assign a claim number to and have a difference between the original transaction amount and the current balance on the transaction i.e. the original transaction amount and the current balance on the transaction should be the same. The most common cause of the item to appear on this list is where the item has been reversed or written off between the time it was consolidated and the time it was assigned a claim number.

The data that will populate the Assign Claim Number screen is read, the system checks for "invalid items", and removes them from the Assign Claim Number list and places them into the Assign Claim – Rejected Items list. The items on this list can be dealt with by either deleting the item or returning the item to the Assign Claim Number queue once the discrepancy has been amended. If the user deletes the item from this list it is removed from the list permanently. The user should use this function key if the user decides not to action the rejected item. The Medclaims appear first on the list followed by the Vetclaims.

Assign Claim Rejected Items Table

Field	Description
Type	Type of claim Med or Vet
Name	Name of the Patient on the claim
Invoice	Invoice number
Transaction	Transaction number
Lab No.	Lab No. associated with the item
Item	Item Number
Amount	Amount of the item
Balance	Outstanding balance



State	Action that caused the item to enter the log. The following codes appear in the state field:	
	WO	Item has been had a write off performed against it.
	RV	A reversal has been performed against this item.

Function Buttons

Function	Description
Return to Queue [F8]	Return an item to the Consolidation Queue after the user has performed the necessary amendments
Delete Entry [SF5]	Deletes the transaction from the table

15.2.1 To Return an Amended Entry to the Queue

1. This function should be used once the user has performed the necessary amendments.
2. Highlight the required entry.
3. Select the Return to Queue [F8] function button.

The transaction returns to the Consolidation Queue.

15.2.2 To Delete and Entry

1. Highlight the required entry.
2. Select the Delete Entry [SF5] function button.

The entry is removed from the table.

15.2.3 To access the AdHoc Invoice Screen of an Item

1. Highlight the required entry.
2. Double-click or press <Enter>.

15.3 Remittance Report

The purpose of this report is to allow the user to view the details of the payment file received from the Health Insurance Commission. The payment files contain information on the amounts banked in your bank account for each claim. The most recent date is displayed at the top of the report and the oldest date at the bottom of the report. If the payment files are not



received by **Evolution vLab™**, they will not display on this screen. The user should ask the System Administrator to check the Medclaims Server if this occurs. The Remittance Report contains both Medclaims and Vetclaims receipts.

Remittance Report Table

Field	Description
Remit Date	Date payment was made to Medicare
Received Date	Date file was received by Evolution vLab™
Remit Value	The total value of the amount paid into the bank by Medicare.
Claim Number	The claim number(s) included in the remittance
Amount Paid	Amount MEDICARE paid for the claim into the default bank account.

Function Buttons

Column	Description
Toggle Mode [F7]	Toggle Screen sort between Remittance Date or Received Date. The sort being applied is displayed on the top left corner of the screen.
Date Range [F9]	Display the table between a required date range. Dates are entered in the format DD.MM.YY

15.3.1 To Change the Screen Sort

To toggle the screen between a Remittance or Received date sort, select the Toggle Mode [F7] function button.

15.3.2 Search by Date Range

1. Select the Date Range [F9] function button.
2. At the prompt *“Enter Start Date”*, enter the required start date (dd.mm.yyyy)
3. Select OK to continue or Cancel to cancel action.
4. At the prompt *“Enter End Date”*, enter the required end date (dd.mm.yyyy)
5. Select OK to continue or Cancel to abort the action.

The table is presented with the results displayed by dates required.



15.4 Error Log File

The purpose of this report is to allow the user to view the errors found during the automatic processing of return files from Medicare.

Error Log File Table

Field	Description
Time / Date	Displays Time and Date when an error file was Received
Message	Message of Error Log File

15.5 Error Code Process

The Error Code Process functionality streamlines the identification and resolution of errors received from Medicare Online in reference to electronic claims for Medicare, Department of Veterans' Affairs (DVA) and Eclipse.

1. From the Billing menu, select Medclaims/Vetclaims (misc) > Error Code Process.

The workflow is as follows:

1. Perform a query to identify the relevant Transactions.
2. Review the proposed actions (write off, or write off and Rebill, in some cases with an adjustment to the PEI). The workflow may be aborted at this point, in which case no records are altered.
3. Accept the proposed actions.
4. **Evolution vLab™** performs the actions as a single processing run and reports on the outcome.

The changes are audited.

15.5.1 Automated Functions

The automatic actions carried Error Actions process is as follows.

1. Does the Transaction have a non-zero balance?
 - a. No: proceed to the next entry without applying any changes. **Evolution vLab™** returns (and Audits) the Description Zero balance.
 - b. Write off the Transaction. Adjust the Transaction balance to \$0 with description code 36.
 - c. If no balance exists against the lab number/item number proceed to next entry.
 - d. If insufficient balance remains outstanding against the invoice (i.e. the invoice has been previously over-credited) proceed to the next entry.



- e. Check Specimen Audit Trail of the identified lab number.
- f. Has this item been rebilled after the date the associated invoice number has been billed with coning? – If YES; do not action and proceed to next entry (Script to log to audit file accordingly).
- g. Has the episode been inserted into a Consolidation Queue after the associated invoice number has been billed with coning? If YES, do not action and proceed to the next entry (Script to log to audit file accordingly).
- h. Does a different invoice number appear dated after the associated invoice number has been billed with coning? If YES, do not action and proceed to next entry (Script to log to audit file accordingly).
- i. If NO; check PEI Code.
- j. If IH; change to OH
- k. If IQ; change to OQ
- l. If PEI Code already reflects OH or OQ proceed to the next entry (Script to log actions to audit file accordingly)
- m. If the PEI Code requires changing as per Step 3; REBILL lab number to the same billing category as previously billed.
- n. Bill Override flag set to Yes.
- o. Check Specimen Audit Trail of the identified lab number.
- p. Does this episode show as ‘inserted into Consolidation Queue XXXX’ – If NO, repeat Step 3. If YES, proceed to next step. (Script to log each action to audit file accordingly).
- q. Repeat from Step 1 on next lab number entries.
- r. After Scripting is complete, MANUAL review of audit log file by HSQ Finance Team. Manual investigation/correction to entries which failed the script checkpoints.
- s. e.g. No item balance remaining, episode has been rebilling/invoiced after the original invoice number, episode has not correctly inserted into the Consolidation Queue.

601 In hospital services cannot be claimed as out of hospital.

617 Item cannot be claimed as out of hospital service.

15.5.2 Billing Error Find

From the ‘Billing Error Find’ screen, the user may perform a query or access the Audit for previous processing runs.

The filter fields are as follows:

Field	Description
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Error Code(s)	Specify the Error Code(s) of interest. Multiple Codes are accepted as a comma-separated list. For example: 601,607. This is a mandatory field.
Account Type Group	Specify the Account Type Group <i>or</i> Account Type(s) to which the query applies (F1 Lookup available). These fields are mutually exclusive; populating one of these fields clears the other.
Account Type(s)	Multiple Account Types are specified as a comma-separated list. For example: MEDM,MEDV.
Date Range (from) and To	Specify the date range of interest. Enter the start date in the “Date Range” field, and the end date in the “To” field, in a standard Evolution vLab™ date format. For example: 01012020 or 01-Jan-20 for 1 st January 2020. The query returns Transactions with Service Dates in the nominated range. These fields are mandatory.

Function	Description
Audit [SF8]	Opens the Billing Error Audit.
Save [F4]	Initiate the query to find Transactions according to the nominated Error Code(s), Account Type(s) or Account Type Group and date range. All mandatory fields must be populated to initiate a query.

15.5.3 Perform a Query

1. Populate the filter fields.
2. Initiate the query by invoking the Save [F4] function.

Evolution vLab™ identifies the relevant Transactions. Progress is indicated by the following messages and a progress bar.

Please wait. Preparing... and

Please wait. Loading...

3. The Billing Error Find Results screen lists the Transactions returned by the query. Refer to the following section.



15.5.4 Access the Billing Error Audit

Select the Audit [F8] function button.

15.5.5 Billing Error Find Results (Query)

The Billing Error Find Results indicates the current query parameters and lists the Transactions returned by the query. From here the user may:

- View further information about a given entry, and/or navigate to the lab record(s) involved,
- Proceed to the Billing Error Actions screen to review and accept the proposed actions,
- View the Billing Error Audit, and
- Export the data to file.

The sub-table of results contains the following columns.

Column	Description
Account	The Account Number for the Transaction, e.g. ZMEDM001718.
Invoice	The Invoice Number to which the Transaction belongs, e.g. e.g. 17.Aug.456.
Transaction	The Transaction Number, e.g. 17.Aug.45938.
Code	The Error Code returned by Medicare Online for the Transaction, e.g. 601.
Item	The Pricing Schedule (MBS) Item Number, e.g. 73939.
Balance	The Transaction balance, e.g. \$15.05.
Labs	The lab number(s) involved in the Transaction. This is a comma-separated list of lab records where applicable, e.g. 589831234,589835678.
(Status)	Indicates the billing-related event(s) that have occurred subsequent to the creation of the original Invoice, to which the Transaction belongs. These events are indicated by single-character codes, as outlined below. This column may contain one or more of these codes, e.g. RC or RCI.



	<p>This information is derived from the Specimen Audit for the lab record(s) in question.</p> <p>R One or more lab record(s) related to the Transaction contain/s the event Rebilled in the Specimen Audit, dated after the creation of the original Invoice.</p> <p>C One or more lab record(s) related to the Transaction contain/s a Consolidation Queue insertion event in the Specimen Audit, dated after the creation of the original Invoice.</p> <p>Insertion events are “inserted” and “NOT inserted” events, i.e.</p> <p>Episode inserted into consolidation queue [Category] [Account]</p> <p>Episode NOT inserted into consolidation queue [Category] [Account]</p> <p>I One or more lab record(s) related to the Transaction contain/s a Billed event in the Specimen Audit, dated after the creation of the original Invoice.</p> <p>This indicates the creation of another invoice subsequent to the original.</p> <p>Billed events are:</p> <p>Billed with coning [Invoice Number] [Category] [Account]</p> <p>Billed without coning [Invoice Number] [Category] [Account]</p> <p>including entries suffixed by PEI ([PEI])</p>
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Function Buttons

Function	Description
Audit [SF8]	Opens the Billing Error Audit.
Process Details [F6]	Opens the Billing Error Actions screen, which details the proposed actions for the current query.



Control F11 (Export)	Export the query results to file, consistent with standard functionality.
F12 or Enter (Select)	Opens the Billing Error Audit Details for the highlighted entry.

15.5.6 Billing Error Audit Details

The Billing Error Audit Details provides further information about the entry selected from the Billing Error Find Results. The Audit Details screen contains the following fields, and a sub-table of the lab records involved in the Transaction. The sub-table columns are outlined below. The Select [F12] function opens the lab record for the highlighted entry.

Field	Description
Trans No.	The Transaction Number, e.g. 17.Aug.45938.
Invoice No.	The Invoice Number to which the Transaction belongs, e.g. e.g. 17.Aug.456.
Created Date	The date the Invoice was created.
Account No.	The Account Number for the Transaction, e.g. ZMEDM001718.
Account Name	The Account Name for the Account in question.
User	The Login Name for the User who created the Transaction. This is the User who generated the Invoice.
Amount	The associated \$ dollar amount.
Schedule Item	The Item Number in the Pricing Schedule (MBS), e.g. 73939.
Patient Urno	The UR Number for the patient against the Transaction.
Balance	The Transaction balance, e.g. \$15.05.
Claim Number	The Claim Number to which the Transaction belongs.
Error Code	The Error Code returned by Medicare Online for the Transaction, e.g. 601.



Column	Description
Lab Number	<p>The lab number involved in the Transaction.</p> <p>The sub-table contains one entry for each lab record involved in the Transaction.</p>
Category	<p>The category associated with the transaction.</p>
Requests	<p>The Tests/Panels against the lab record relevant to the Transaction.</p>
Status	<p>Indicates the billing-related event(s) that have occurred subsequent to the creation of the original Invoice, to which the Transaction belongs.</p> <p>These events are indicated by single-character codes, as outlined below. This column may contain one or more of these codes, e.g. RC or RCI.</p> <p>This information is derived from the Specimen Audit for the lab record(s) in question.</p> <p>R One or more lab record(s) related to the Transaction contain/s the event Rebilled in the Specimen Audit, dated after the creation of the original Invoice.</p> <p>C One or more lab record(s) related to the Transaction contain/s a Consolidation Queue insertion event in the Specimen Audit, dated after the creation of the original Invoice.</p> <p>Insertion events are “inserted” and “NOT inserted” events, i.e.</p> <p>Episode inserted into consolidation queue [Category] [Account]</p> <p>Episode NOT inserted into consolidation queue [Category] [Account]</p> <p>I One or more lab record(s) related to the Transaction contain/s a Billed event in the Specimen Audit, dated after the creation of the original Invoice.</p>



	<p>This indicates the creation of another invoice subsequent to the original.</p> <p>Billed events are:</p> <p>Billed with coning [Invoice Number] [Category] [Account]</p> <p>Billed without coning [Invoice Number] [Category] [Account]</p> <p>including entries suffixed by PEI ([PEI])</p>
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Function	Description
F12 or Enter (Select)	Opens the laboratory record for the highlighted entry.

15.5.7 Billing Error Actions

The Billing Error Actions screen indicates the current query parameters and the proposed actions for the processing run. From here the user may:

- Accept the proposed actions and proceed,
- Return to the previous screen without initiating any changes, or
- Export the data to file.

Three monetary totals are output in the upper right corner of the screen, in the same panel as the filter fields:

Write Off indicates the total value of Transactions to be written off.

Rebill indicates the total value of lab records to be Rebilled.

Other indicates the total value for all remaining Transactions, against which no action will be taken.

The sub-table itemises the Transactions and lab records returned by the query, and the proposed action for each. It contains the following columns.

Column	Description
Account	The Account Number for the Transaction or lab record, e.g. ZMEDM001718.



Invoice	The Invoice Number for the Transaction or lab record, e.g. e.g. 17.Aug.456.
Transaction	The Transaction Number, e.g. 17.Aug.45938. The Transaction and Lab Number columns are mutually exclusive. A given entry will concern either a Transaction or a lab record.
Lab Number	The lab record, e.g. 589831234. The Transaction and Lab Number columns are mutually exclusive. A given entry will concern either a Transaction or a lab record.
Amount	Monetary amount for the Transaction, where applicable.
Description	The intended action for the entry, or the reason as to why no action will be taken. Valid options for Description are outlined in the following table.

Description	Meaning
PEI not changed [PEI]	The Error Code 601 or 617 was returned for the Transaction. The PEI could not be corrected against one or more lab records involved in the Transaction, i.e. the PEI. The automated correction process requires that all lab records for the Transaction cite the PEI 'IH' or 'IQ', which are corrected to 'OH' and 'OQ' respectively. Otherwise, no changes are applied. [PEI] represents the PEI code in question. For example: PEI not changed HI
Invoice balance	The Transaction cannot be written off due to an insufficient balance on the Invoice. That is, writing off the Transaction would produce a negative Invoice balance.
Invoice on related transaction	The Transaction was not written off because the Invoice balance issue applies to a related Transaction on another Invoice.
Rebill	The Rebill function will be invoked for the lab record, triggering the Consolidation Queue insertion event.



Write Off	The Transaction Amount will be written off.
Zero balance	The Transaction cannot be written off as the Transaction's balance is \$0.00.
Zero balance on related transaction	The Transaction cannot be written off, because the Zero balance issue applies to a related Transaction on the same lab record.
Lab audit entry	<p>The Transaction cannot be written off due to the content of the Specimen Audit for one or more lab record(s) related to the Transaction.</p> <p>One or more of the following events appears in the Specimen Audit for one or more lab records, dated after the creation of the original Invoice.</p> <ul style="list-style-type: none"> • Rebilled • Episode inserted into consolidation queue [Category] [Account] • Episode NOT inserted into consolidation queue [Category] [Account] • Billed with/without coning [Invoice Number] [Category] [Account] including entries suffixed by PEI ([PEI])
Lab audit entry on related transaction	The Transaction cannot be written off because the Lab audit entry issue applies to a related Transaction.

The Accept [F6] function includes a yes/no prompt as follows *"Process displayed actions? (Y/N)"*

Enter (n)o to abort. The user remains on the same screen and no action is taken.

Enter (y)es to initiate the processing run for these entries.

The proposed actions are carried out and upon completion the user is returned to the Billing Error Find Results screen.

The existing **Evolution vLab™** messages are observed, as appropriate, as the run is completed:

- Checking invoice balances.
- Checking related transactions.
- Writing off transactions.
- Rebilling labs.



15.6 Medicare Claim Status

Medicare Claim Status table is accessed via Billing > Med/VetClaims (misc) >> MEDICARE Claim Status. This screen displays the status of claims generated by **Evolution vLab™** and sent to Medicare. The 'MEDICARE Claim Status Table' allows users to:

- Quickly identify the status of claims generated by **Evolution vLab™** and sent to Medicare.
- Identify any outstanding claims, including those currently in danger of exceeding standard timeframes for payment.
- Reduce the number of future claims that remain outstanding for long periods without being processed by Medicare.
- Identify potential problems with the '**Evolution vLab™** to MEDICARE' process.

The data in the table is updated at various times during the day and portrays the status of **Evolution vLab™** claims from the time they are created until the time they have no outstanding items for resolution.

The 'Updated:' date and time in the upper left corner of the screen indicates when the table was last updated, i.e. when significant information was received that modified the table data. This includes the creation of new claims as well as any communications between the Medicare server and **Evolution vLab™**. Highlight and double-click or press Enter to open the Claim Transactions screen for the highlighted entry.

The following table describes the data displayed in each column.

Column No.	Column Heading	Description
1	Claim	Claim number
2	Type	Claim type: N None M Medicare V Veterans E Eclipse
3	Created	The date/time the claim was created.
4	Received	The date/time the claim was received by the Medicare server.



5	Attempts	The number of attempts made to contact Medicare to process the claims.
6	Statement	The date/time the statement was received from Medicare.
7	Payment	The date/time the payment information was received from Medicare.
8	Updated	The date/time the claim information was updated (date/time of the latest query).

Once the claim has been passed from **Evolution vLab™** to the Medicare server, the claim information is updated to include the date and time that the Medicare server received the claim (Received column). This date and time reflects when the Medicare server first attempted to pass the claim information to Medicare.

Each time the Medicare server subsequently queries Medicare for a status update the Attempts column is incremented and the Updated column refreshed to contain the time and date of the latest query. When the Medicare server receives statement or payment information for the claim the table is updated to show the date and time the information was received from Medicare.

The following table describes the available functions. Please note that the standard <F11 Print> and <SF11 Select Print> functions are also available.

Function	Description
Remove Entry [F5]	Removes the highlighted entry from the table following confirmation by the user. At the prompt <i>'This will stop Medicare queries. Are you sure (Y/N)?'</i> enter y to proceed with the removal or n to abort. Removal of the claim prevents the Medicare server querying Medicare about the status of the claim. Caution is advised when using this function.
Transmission Details [F6]	Opens Medicare Claim Status Details screen for the highlighted entry, which contains further details about the claim.
Change Sort [F7]	Allows the user to change the sort applied to the table. By default, the table is sorted by Claim number (column 1). At the prompt <i>'Please enter sort column (1-8,9=\$)'</i> enter an integer value between 1 and 8 inclusive to specify the column number, or 9



	<p>to sort by the requesting amount of the claim. Press <Enter> to apply the sort.</p> <p>Numerical data are arranged in ascending order (smallest to largest value); date/time data are arranged in chronological order (earliest date/time to latest).</p> <p>To reverse the sort the user may prefix the integer value specified at the prompt with a minus sign (-), e.g. "-8".</p>
<p>Filter [F8]</p>	<p>Allows the user to filter the table data.</p> <p>At the prompt <i>'Please enter filter column (0=None, 1-8)'</i> enter an integer value between 1 and 8 inclusive to specify the column to filter by, or 0 to clear the existing filter, and press <Enter>. Selecting 0 or leaving the field blank refreshes the table to display all data.</p> <p>Upon selection of a filter column the user receives additional prompts according to the column number specified:</p> <p>Column 1</p> <p><i>'Please enter claim string'</i></p> <p>Enter the Claim number and press <Enter>. The data is filtered to display only entries matching the specified string in the Claim column.</p> <p>Column 2</p> <p><i>'Please enter type (N,M,V,E)'</i></p> <p>Enter the relevant character and press <Enter> to filter by claim type: (N)one, (M)edicare, (V)eterans or (E)clipse. The data is filtered to display only claims of that Type.</p> <p>Column 5 (numerical filter)</p> <p><i>'Please enter operator (<,<=,>)'</i></p> <p>Enter the less than sign (<), equal sign (=) or greater than sign (>) and press <Enter>. At the next prompt <i>'Please enter try count'</i>, specify an integer (whole number) and press <Enter>.</p> <p>Evolution vLab™ displays the claims for which the number of Attempts is less than, equal to or greater than the specified number.</p> <p>Columns 3-4 and 6-8 (date filter)</p> <p><i>'Please enter operator (<,<=,>,R)'</i></p>



	<p>Enter the less than sign (<), equal sign (=), greater than sign (>) or R and press <Enter>. R allows the user to nominate a date range.</p> <p>When the user specifies <, = or > the next prompt is <i>'Please enter date/time'</i>; enter a valid date/time and press <Enter>.</p> <p>When R is specified the next prompt is <i>'Please enter start date/time'</i>; enter a valid date/time string and press <Enter>. At the prompt <i>'Please enter end date/time'</i>, enter a valid date/time string and press <Enter>.</p> <p>Evolution vLab™ displays the claims for which the date/time in that column is less than, equal to, greater than the date/time specified, or within the specified range.</p>
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16. TAC

This menu allows the user to process and monitor TAC claims. It contains three tabs: Assign Batch, Claim Log and Schedule.

16.1 Claim Log

16.1.1 Summary Level

The Claim (or Batch) Log tabulates the TAC batches/claims for the specified year.

Highlighting the associated entry, double-click or pressing Enter loads the Batch Details screen for the selected batch, with the transactions itemised. Refer to the following section.

The Claim Log is navigated via the arrow icons or Enter Year [F7] function, consistent with standard functionality.

The table contains the following columns.

Field	Description
Batch Number	The Batch Number, in the format YYYY.N, where N represents one or more digits. For example, 2017.1 for the first TAC batch in 2017.
Created	The date and time the batch was created, in the format HH:MM DD-Mmm-YY.
Items	The number of Items in the batch. This is consistent with the Items column in the Claim Logs for Medicare, Veterans' Affairs and Eclipse.
Requested	The total monetary value for the items in the batch, e.g. 20.10 for \$20.10. This is consistent with the Requested column in the Claim Logs for Medicare, Veterans' Affairs and Eclipse
Sent	The date the batch file was uploaded to the FTP server, in the format DD-Mmm-YY.
Received	The date the remittance file was fetched by Evolution vLab™ from the FTP server, in the format DD-Mmm-YY.
Paid	The date the payment was applied in Evolution vLab™ (creation of receipt, etc).
Pay Amount	The monetary value paid according to the remittance file, e.g. 20.10 for \$20.10.



Status	Default is successful. User can manually toggle a batch's status to rejected using the Reject Batch [SF5]
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16.1.2 Batch Details – YYYY.N

The Batch Details screen tabulates the transactions within the selected batch (e.g. 2017.1).

The table contains the following columns.

Field	Description
Transaction	The transaction number, consistent with standard functionality.
Status	The Status returned in the remittance file from the TAC.
Name	The patient's name, in the format [Surname], [Given Name].
Invoice	The invoice number, consistent with standard functionality.
UR number	The patient's UR Number.
Date	The Service Date, in the format DD-Mmm-YY.
Item	The Schedule Item Number (e.g. 66512).
Amount	The monetary value of the transaction, e.g. 17.20.
Paid	The monetary value paid, according to the remittance file (e.g. 17.20).
Balance	The outstanding balance for the transaction. No value is displayed when the balance is \$0.
Action	The Action associated with the transaction, consistent with the Action column in the Claim Logs for Medicare, Veterans' Affairs and Eclipse.

16.2 Assign Batch

16.2.1 Summary Level

The TAC Assign Batch screen tabulates the billed transactions queued for batch assignment, grouped by UR Number and then, on the underlying table, by lab number.



Transactions (lab numbers) are appended to the Assign Batch list when the invoice is generated via consolidation of the Account. Only transactions associated with TAC Categories are appended to this list (i.e. for which Accident Claim is set to 'yes').

Transactions are removed from the list upon assignment to a batch.

The Toggle Assign [F5] function button is used to set or clear the Status for assignment of the transactions to a batch. It toggles the Status for a given entry from null to 'Assign', or vice versa. Set the Status to 'Assign' for one or more UR Numbers in the list and invoke Save [F4] to initiate the batch assignment process.

Highlighting the associated entry, double-click or pressing Enter loads the Assign Batch list for the selected UR Number, which itemises the Date of Accident and Issues for each lab record. Refer to the section 'Assign Batch (UR Number level)', below.

The upper level table of the Assign Batch screen contains the following columns.

Field	Description
UR Number	The UR Number associated with the transaction(s).
Name	The patient's name, in the format [Surname], [Given Name].
Transactions	The total number of transactions in the Assign Batch queue for the UR Number.
Lab Records	The number of lab records in the Assign Batch queue for the UR Number.
Total Amount	The total monetary value of the transactions.
Status	The Status of the transactions for the UR Number. By default, the Status is blank (null). The Toggle Assign [F5] function toggles the Status from null to 'Assign' and vice versa.
Issues	Indicates any issues identified for one or more transactions in the Assign Batch queue for the UR Number. Issues cited here will prevent the affect transaction(s) from being assigned to a batch. Examples include missing mandatory fields such as Accident Date, or the transaction having been written off or reversed.

16.2.2UR Number Level

Upon selecting a UR Number in the TAC Assign Batch screen, the user is presented with the Assign Batch list for that UR Number.



Highlighting the associated entry, double-click or pressing Enter opens the highlighted lab record to the Results screen.

The table contains the following columns.

Field	Description
Lab Number	The lab record.
Date of Accident	The Date of Accident recorded against the lab record, where available, in the format DD-Mmm-YY.
Issues	Indicates any issues identified for one or more transactions in the Assign Batch queue for the lab record. Refer to the description of the Issues column in the previous section.

16.3 Schedule

The Schedule screen facilitates configuration of high-level details for the batch files, nomination of the incoming and outgoing FTP servers, and the schedule for the send/receive process.

The fields are as follows. Mandatory fields are indicated on screen by a red asterisk, according to standard functionality.

Field	Description
Practice ABN	This is to be output in each batch file and is set via the corresponding fields.
TAC ABN	This is to be output in each batch file and is set via the corresponding fields.
Transmitter Number	This is to be output in each batch file and is set via the corresponding fields.
Practice Name	This is to be output in each batch file and is set via the corresponding fields.
TAC Name	This is to be output in each batch file and is set via the corresponding fields.
Payee Number	This is to be output in each batch file and is set via the corresponding fields.



FTP Incoming	Specify the FTP server from which TAC files will be fetched by Evolution vLab™ (F1 Lookup available).
Outgoing	Specify the FTP server to which EVOLUTION 's batch files will be transferred.
Days of Week	Specify the day(s) of the week on which to run the file transfer process (incoming and outgoing), as a comma-separated list. This is consistent with the existing Queue Scheduler functionality (Management > Report Queues). For example, 'Mon,Tue,Wed,Thu,Fri'.
Times	(16 fields): Specify up to 16 times of day to run the file transfer process (incoming and outgoing), in the format HH:MM, e.g. 13:30. This is consistent with the existing Queue Scheduler functionality (Management > Report Queues).



17. Version control

Version	Revised by	Authorised by	Change	Date Approved
4	T. Zafrin	T. Nightingall	<ul style="list-style-type: none">Product branding and trademark updated: EVOLUTION to Evolution vLab™ AUSLAB to Evolution vLab™ AUSCARE to Evolution vLab™ Clinical ViewerTemplate updated.	30/07/2022