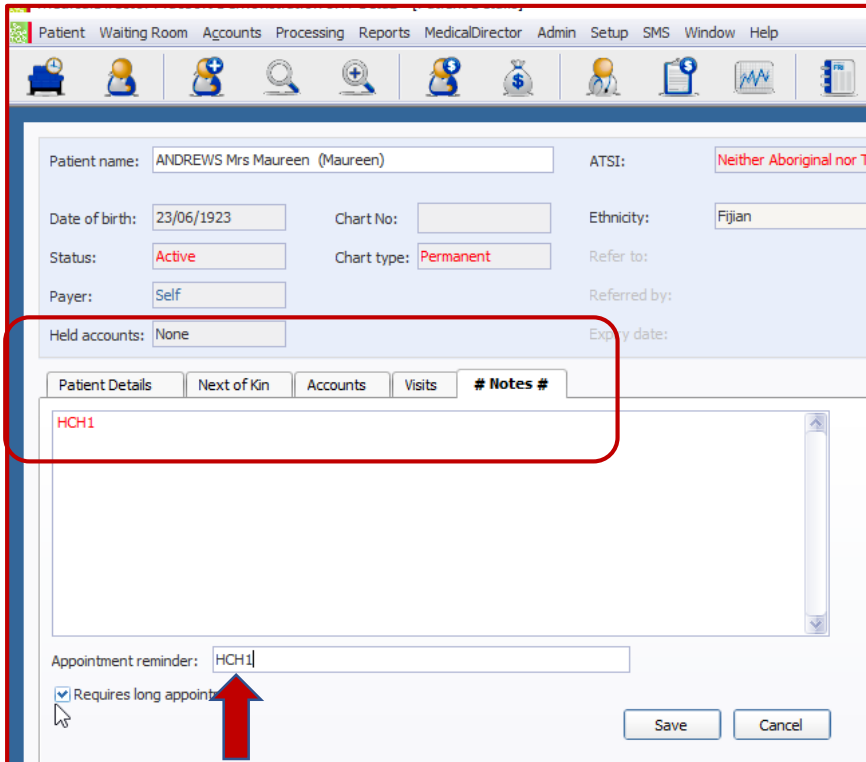


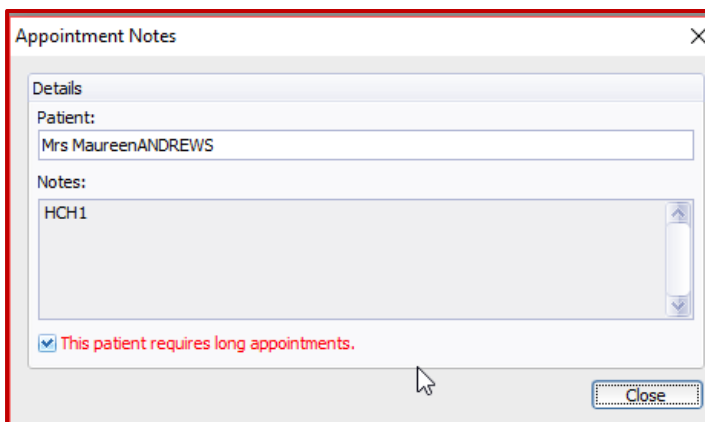


**IDENTIFYING THE HCH PATIENT IN MEDICALDIRECTOR PRACSOFT (OFFICE SOFTWARE)**

Patient Details section: View > Notes section add Patient Type Code HC1, HCH 2, HCH 3 etc.



You can also add into the Appointment Reminder section and a prompt will appear on making an appointment to remind staff of the HCH status of the patient.



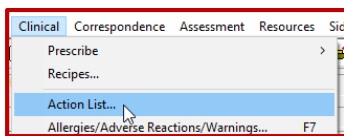
This will also then show in the waiting room:

Name	Chart	Time	Concession	Practitioner	Items To Bill	Billing Type	Notes
ANDREWS, Maureen (Maureen)		1 mins	HCC	AP - Surgery			HCH1
ANDREWS, John (John)		1 mins	None	AP - Surgery			
ANDREWS, Julie (Julie)		1 mins	None	AP - Surgery			

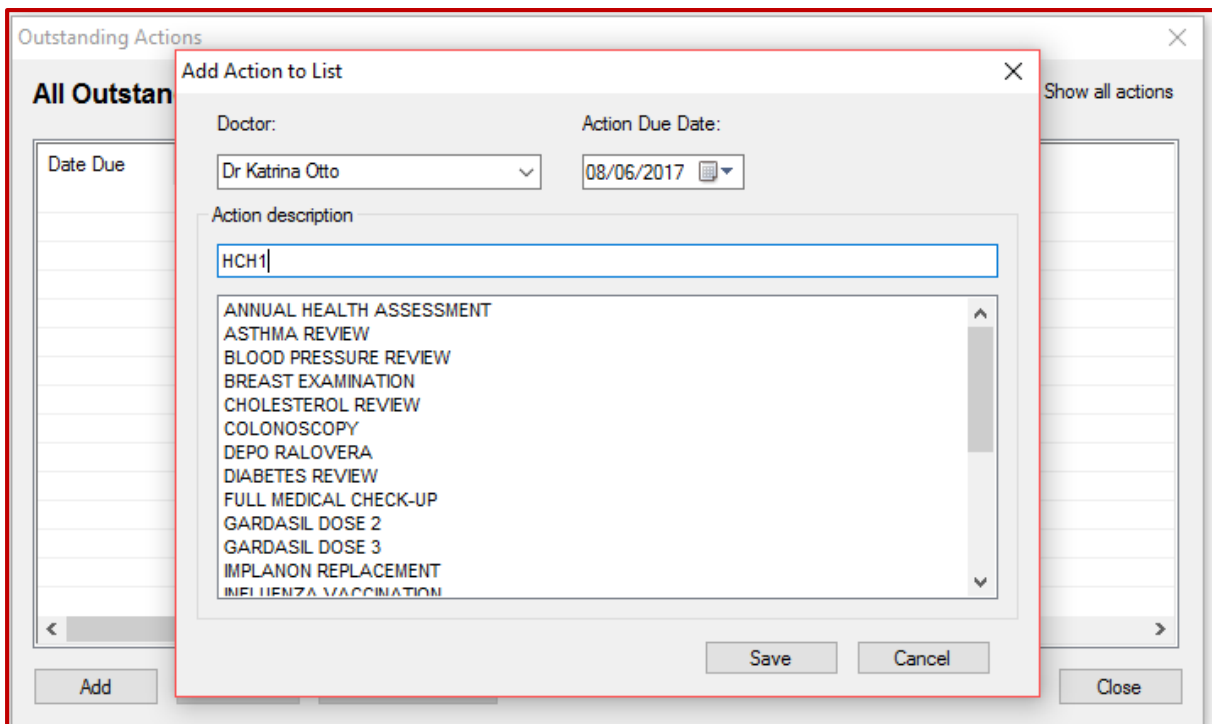
## IDENTIFYING THE HCH PATIENT IN MEDICALDIRECTOR CLINICAL SOFTWARE

Actions:

Health Care Home listed as an action. Within patient record > Clinical > Action



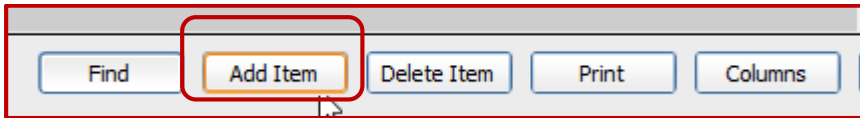
Type the HCH tier > Save





## ITEM SETTINGS

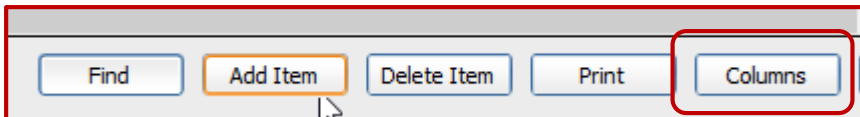
### Step One: Setup Practice Fees: Admin > Fees



Add each individual activity type as a custom fee

74991	Bulk-billing incentive - After 41...	<input type="checkbox"/>	<input type="checkbox"/>
NC1	Nurse Consultation	<input type="checkbox"/>	<input type="checkbox"/>

Edit one of the existing columns to label one HCH



**Fee Column Details** ✕

Column name:

Fee name:

Billing code:

The formula can refer to any column name (other than itself) and/or numeric values. It can use +, -, \* or /  
 eg. [Rebate85] + 5 (\$5 above the rebate)  
 eg. [SchedFee] \* 1.15 (15% above schedule fee)

Formula:

Rounding type:

Rounding value:

Display order:  numeric value between 1 and 21

Column names

- [SchedFee]
- [Rebate85]
- [Rebate75]
- [AMAFee]
- [VetFee]
- [VetLMO]
- [User1]
- [User2]
- ...
- [User12]
- [User13]
- [User14]

Item No	Description
NC1	Nurse Consultation

Fee	Pensioner Fee	Standard Fee	HCH
\$0.00	\$0.00	\$0.00	\$20.00

**Step 2: Create an Institutional Payer called Health Care Home:**

Main screen > Admin > Institutional Payers

Enter code eg. HCH and name: Health Care Home > save

Select Institutional Payer ✕

Show inactive

Search text:  Search on: Code

Code	Name	Contact	Phone	Address	Suburb	Notes
AP	AMP		0299066600	AMP Society		
HCH	Health Care Home					
W_COMP	WorkCare			123 Main St		

Max. records:

## BILLING PROCESS

When billing:

Select Invoice to: Other > Health Care Home

Enter Item No. (fee rate HCH) should appear.

The screenshot shows the 'Record Visit' window with the following fields and sections:

- Patient name:** ANDREWS, Maureer
- Seen by:** AP
- Location:** Surgery
- Consult time:** 9:13:53 PM
- Payer:** Health Care Home  
P O Box 1111  
SYDNEY NSW 1021
- Consult date:** 8/06/2017
- Invoice to:** Other
- Institution:** HCH
- Reference:** (empty)

**Service details table:**

Visit Date	Item	Description	Fee	Gap	Fee Rate	GST Rate	GST Amount	Payment all
8/06/2017	NC1	Nurse Consultation	\$20.00	\$20.00	HCH	0.00	\$0.00	

Summary: \$20.00 Fee, \$0.00 Gap, \$0.00 GST Amount.

**Payment options (F12):**

- Pay now (Full Payment)
- Pay later (Gap Payment)

**Visit options:**

- Remove from Waiting Room
- Non patient account
- Non visit
- Aftercare

**Print options:**

- Print voucher
- Print preview
- Print PC1
- Copies: 1

**Payment details table:**

No	Amount	Payment Type	Drawer / Name on Card	Card No / Cheque No	Bank	Branch / Expiry Date	Status
1	\$20.00	Direct Deposit					

Bank to: WES

Total amount outstanding: \$0.00

Buttons: Add, Delete, Up, Down, Hold, Receipt, Account, Cancel

Pay Now > choose Direct Deposit > Receipt > Save

## BANKING

Direct deposits will appear on banking deposits in MedicalDirector PracSoft however this should not matter. They don't appear on the following bank deposit.

HCN PracSoft Version 3.17 Beta2 HCN Samples Database		Page: Run: 08/06/2017 21:16:3 Printed By: AI				
<b>UNBANKED RECEIPT SUMMARY for WES(All Sites) @ 08/06/2017</b>						
<b>Receipts</b>						
Receipt No	Payer	Payment Type	Amount	GST	Date	Drawer
1	ANDREWS, John	Cash	\$29.45	\$0.00	9/03/2004	
2	ANDREWS, Jennifer	Cash	\$66.00	\$0.00	24/05/2016	
3	ANDREWS, Julie	Cash	\$75.00	\$0.00	8/09/2016	
4	ANDERSON, David	Cash	\$37.05	\$0.00	22/12/2016	
5	ANDREWS, John	Cash	\$110.00	\$0.00	3/03/2017	
8	Default	DirectDpt	\$20.00	\$0.00	8/06/2017	
		<b>TOTAL</b>	<b>\$337.50</b>	<b>\$0.00</b>		
<b>TOTALS</b>				<b>Amount</b>	<b>GST</b>	
		CASH	\$317.50	\$0.00		
		CHEQUES (0)	\$0.00	\$0.00		
		CARDS	\$0.00	\$0.00		
		Direct Deposit	\$20.00	\$0.00		
		EFTPOS Manual	\$0.00	\$0.00		
		EFTPOS Auto	\$0.00	\$0.00		
		<b>TOTAL</b>	<b>\$337.50</b>	<b>\$0.00</b>		
		<b>Non Taxable (GST Free) Total</b>	<b>\$337.50</b>			
		<b>Taxable (subject to GST) Total</b>	<b>\$0.00</b>			
		<b>TOTAL INCLUDING GST</b>	<b>\$337.50</b>			

## REPORTS - FINANCIAL

### Daysheet Report: Show totals

Daysheet Reports - Reconcile with Appointment Book

Report type:

Daysheet date:

Date selection:

Practitioner selection

All practitioners

Single practitioner

Practitioner:

Display options

Group by invoice to type

Include adjustments

Show totals

Separate page per practitioner

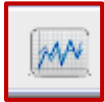
	Visit Time	Patient	Practitioner	Type	Item No	Fee	GST	Amount	Accour No	User ID
1	9:13 PM	ANDREWS, Maureen	AP	HCH	NC1	\$20.00	\$0.00	\$20.00	20	AP
2	9:17 PM	ANDREWS, John	AP	HCH	NC1	\$20.00	\$0.00	\$20.00	21	AP
3	9:18 PM	ANDREWS, Julie	AP	Private	23	\$65.00	\$0.00	\$65.00	22	AP
<b>Total AP</b>						<b>\$105.00</b>	<b>\$0.00</b>	<b>\$105.00</b>		

Export Refresh Print Close

This daysheet clearly shows the item numbers billed however as MedicalDirector PracSoft does not allow billing to 'Practice', you bill to a practitioner with an provider number, it may be worthwhile creating a 'dummy practitioner' in order to bill to them and allow easier tracking by 'dummy practitioner'.



Reports:



**Reports > Fees > Practice Fees** by item No. is an example of one report that will allow reporting by activity type.

MedicalDirector PracSoft - Reports 3.17 Beta2 for HCN Samples Database

File

Report type: Arrears, Statements, **Fees**, Receipts, Financial including GST, Demographics, Other

Report name: Fee Adjustments, **Practice Fees by Item No**, Full Details of Fees Earned, Fees Earned and Counts, Fees Detail - Private Fees, Fees Detail - Institutional Fees, Fees Detail - Bulk Claim Fees

Description: REPORT OUTPUT: This report lists, for each item number that has been invoiced within the period between the 'From:' and 'To:' dates specified below; the total Fees and Tax invoiced; as well as a count of the number of times the item has been invoiced within the period.  
Fees – amount display in the 'Fees' column of this report is GST exclusive.  
A count including adjustments applied is also printed, and totals are provided for each Doctor and for

Selections: **Common** Additional

Date range: From: 8/06/2017 To: 8/06/2017

Page per practitioner:  Yes  No

Date selection: Report Date

Print Close

Example of report:

HCN PracSoft  
Version 3.17 Beta2  
HCN Samples Database

Page: 1 of 1  
Run: 08/06/2017 09:23:08  
Printed by: AP

**Practice Fees by Item No [Report Date From 08/06/2017 to 08/06/2017]**

Practitioner	Location	Item No	Description	Fees (GST excl)	GST	Total No
<b>Fees for Practitioner : AP</b>						
AP	Surgery	NC1	Nurse Consultation	\$40.00	\$0.00	2
<b>Total for AP - Surgery</b>				<b>\$40.00</b>	<b>\$0.00</b>	<b>2</b>
<b>Total for AP</b>				<b>\$40.00</b>	<b>\$0.00</b>	<b>2</b>
<b>Grand Total:</b>				<b>\$40.00</b>	<b>\$0.00</b>	<b>2</b>

**Reports > Fees > Fees Detail- Institutional Fees** is an example of one report that will allow reporting by the Institution named HCH and then subgrouped by Activity Type:

MedicalDirector PracSoft - Reports 3.17 Beta2 for HCN Samples Database

File

Report type: Arrears  
Statements  
**Fees**  
Receipts  
Financial including GST  
Demographics  
Other

Report name: Fee Adjustments  
Practice Fees by Item No  
Full Details of Fees Earned  
Fees Earned and Counts  
Fees Detail - Private Fees  
**Fees Detail - Institutional Fees**  
Fees Detail - Bulk Claim Fees

Description: SUMMARY: This report provides full details of all Institutional Fees generated within the period between the 'From:' and 'To:' dates specified below.  
  
REPORT OUTPUT: For each transaction, the report details:  
\* Institution - the name of the institution that is responsible for paying for the service;  
\* Patient Name - the name of the patient for whom the service was provided;  
\* Item Number - the MBS item number of the service that was provided;

Selections: **Common** Additional

Date range: From: 8/06/2017 To: 8/06/2017

Page per practitioner:  Yes  No

Date selection: Report Date

Print Close

HCN PracSoft  
Version 3.17 Beta2  
HCN Samples Database

Page: 1 of 1  
Run: 08/06/2017 21:25:59  
Printed by: AP

**Fees Detail - Institutional Fees [Report Date From 08/06/2017 to 08/06/2017]**

Services for AP - Surgery

Institutional Payer	Patient Name	Reference	Item No	Visit Date	Date Time Stamp	Fee (GST excl)	GST
Health Care Home	ANDREWS Maureen		NC1	08/06/2017	08 /06/2017 9:15:25 pm	\$20.00	\$0.00
Health Care Home	ANDREWS John		NC1	08/06/2017	08 /06/2017 9:18:19 pm	\$20.00	\$0.00
<b>Total for</b>	<b>AP - Surgery</b>					<b>\$40.00</b>	<b>\$0.00</b>
<b>Grand Total:</b>						<b>\$40.00</b>	<b>\$0.00</b>

Receipts by Item No. allows viewing of receipts (you could make a dummy 'practice' practitioner) and then allows 'additional' filtering if you were wanting to filter by one or more Activity Types rather than generate all activity types.

The screenshot shows the 'MedicalDirector PracSoft - Reports 3.17 Beta2 for HCN Samples Database' window. The 'Report type' dropdown is set to 'Receipts'. The 'Report name' dropdown is set to 'Receipts by Item No'. The 'Description' field contains a summary and report output details. The 'Selections' section has the 'Additional' tab selected, with 'Include adjustments' checked, 'Item' set to 'NC1', and 'Institution' set to 'All'. 'Print' and 'Close' buttons are visible at the bottom right.

**Receipts by Item No [Report Date From 08/06/2017 to 08/06/2017]**

<b>Items for AP Surgery</b>			
<b>Practitioner &amp; Location</b>	<b>Item No</b>	<b>Amount Paid (GST excl)</b>	<b>GST Paid</b>
AP Surgery	NC1	\$40.00	\$0.00
<b>Total for AP Surgery</b>		<b>\$40.00</b>	<b>\$0.00</b>
<b>Grand Total</b>		<b>\$40.00</b>	<b>\$0.00</b>

ALL REPORTS ARE ABLE TO BE EXTRACTED INTO CSV FILES.

## IDENTIFYING THE HCH PATIENT IN MEDICALDIRECTOR CLINICAL & PRACSOFT - Option

If a report is required to easily extract and list all HCH patients I would suggest using the Record No. field. This may be a problem for practices who may already be using this field which is sometimes the case based on their own legacy medical record numbering system therefore it may not be a method to be easily applied across all sites.

Over time the vendors may be able to create a field specifically for HCH/participant number etc but in the meantime Record No. may be an option.

Select Patient From List

Enter patient surname, chart number or phone number

AND

Include inactive patients  
 Include Next of Kin and Emergency Contact  
 Search on chart number  
 Search on phone number

Name	Age	Gender	Chart Number	Address	Phone Number
Andrews, Maureen	69yrs ...	F	HCH1	Happy Street, Happy Valley 4825	

Status: Active

OK Add New Delete Edit Merge Close

From the main screen > Search > Patient > Other Demographic criteria > you could then enter the specific tier group eg. HCH1 and search to generate a list of patients in each group.

File Window Help

All patients Record# = HCH1 Number of patients: 1

[Setup search criteria](#)

Surname	First name	Address	Preferred Address	D.O.B.	Gender	Transgender	Phone
Andrews	Maureen	1 Happy Street, Happy Valley QLD 48...	Residential	01/01/1948	F	N	