



ZEDMED

FOCUSED INNOVATION

SETTING UP FOR HCH IN OFFICE SOFTWARE

Practice Details: Add Patient Type Codes HCH1, HCH 2, HCH 3 to reflect the appropriate HCH Tier level > Close to save. Restart Zedmed Office to apply these changes.

The screenshot shows the 'Practice Details' window with the 'Patient Category Values' dialog box open. The dialog box has a 'Patient Types' category selected. A list of types includes VRMC, CMC, HCH 1, HCH 2, and HCH 3. The 'HCH 3' entry is highlighted with a blue border and a red arrow points to it. Below the list are buttons for 'Delete', 'Add New', 'Close', and 'Cancel'. At the bottom of the dialog box, there are buttons for 'Possible Values' and 'Patient Types'. The main window has tabs for 'Practice', 'Branches', 'Departments', and 'Bank Accounts'.

Fee Type: Practice Setup\Items\Item Fee Codes\ Rename one of the Private fee codes lines HCH
 > Close to save

Code	Description	Use Surgeon Fee When Assisting	Active
P1	Private Fee 1	N	Y
P2	Concession	N	Y
P3	3rd Party	N	Y
P4	Surgical	N	Y
P5	Fast Track	N	Y
P6	OPD	N	Y
P7	OPDC	N	Y
P8	Injury Claim	N	Y
P9	HCH	N	Y
P10	Private Fee 10	N	N
P11	Private Fee 11	N	N
P12	Private Fee 12	N	N
P13	Private Fee 13	N	N
P14	Private Fee 14	N	N
P15	Private Fee 15	N	N
P16	Private Fee 16	N	N
P17	Private Fee 17	N	N
P18	Private Fee 18	N	N
P19	Private Fee 19	N	N
P20	Private Fee 20	N	N
P21	Private Fee 21	N	N
P22	Private Fee 22	N	N
P23	Private Fee 23	N	N

New Account Payer: Create three new Account Payers named HCH Tier 1, HCH Tier 2, HCH Tier 3
 > Close to save after creating each Account Payer.

New Account Payer (New Account Payer Link)

Current Patient: Gump, Forrest
 Fund Name: [] Patient Fee Type: HCH
 Member N°: [] UPI: [] Fund alias family name: []
 Expiry Date: [] Active: Fund alias given name: []

Account Payer (highlighted in red box):
 Name (Brand): HCH Tier 1
 Category: [] Brand ID: [] Current: 0.00
 Default Fee Type: HCH Hold Account Available: Deferred: 0.00
 Suppress Sensitive Details in Account Reminder:

Postal Address: [] Tax code override: Item setting
 Suburb/Town: [] Include GST Exclude GST Bank Account: Bank [] Branch []

Contact Information: Name [] Position [] Contact Phone [] Notes: []

Buttons: Payment Allocation, Label, Find, Close, Cancel, Help

Footer: Clare Medical Centre, DJH

When making an appointment this will display in the Appointment Details screen making it obvious to practice staff:

Appointment Details

Date: **Tuesday, 20 June 2017** Created by DJH on 20/06/17 at 17:27

Doctor **Dr On Call**

Resource

Start Time Clinic

Duration Status

End Time Type

Notes

Cancellation Waiting Priority

Hide Notes Allow SMS

Account Payers

AMP Life Limited	P1	\$66.90
Health Care Homes	P9	\$37.05
BTG Australasia P/L	P3	\$24.40

Repeated booking

Buttons:

Patient Details

File Number **6** Pull File: **Yes** **IHI**

Name **Gump, Forrest**

Address **PO Box 22222, CLARE 5453**

Phone (H) **0438342314** (W) **049811333**

Mobile **0438342314**

Type **HCH 1** DOB **26/03/2016**

First in **30/04/2003** Last in **06/06/2017**

Expiry MC HCC **31/12/2015**

Referral

Alerts **HCH 1**

Clinical Warnings

When attending the patient, reception staff will need to copy the HCH Alert to the Attendance Notes>

Attendance Details

Mrs Forrest B Gump

Usual Dr: **None**

File N° **6** Pull File: **Yes**

Addr. **PO Box 22222, CLARE 5453**

Ph (H) **0438342314** (W) **049811333**

Type **HCH 1** DOB **26/03/2016**

First in **30/04/2003** Last in **06/06/2017**

MC Exp

HCC **1546516546** Exp **31/12/2015**

The patient has at least one claim with an account payer.

Attendance Notes

HCH 1

Hide Priority

Print Encounter Proforma Case Label

Encounter

Account Payers

AMP Life Limited	P1	\$66.90
Health Care Homes	P9	\$37.05
BTG Australasia P/L	P3	\$24.40

HCH 1

Clinical Warnings

Buttons:

This will then display in the Notes section in the Waiting Room:

The screenshot shows a software window titled "Waiting Room - Auto-refresh every 180 seconds". At the top, there is a menu bar with options: Patient, Attendance, Find, Medication, Bill, Enquiry, Letters, Enc Sheet, Proforma, Labels, Appts, Extras. Below the menu bar, there are several control panels. On the left, there is a date selector set to "20/06/2017" and a time selector set to "17:21" and "-16". To the right of these are dropdown menus for "Branch" (set to "<All>"), "Order By" (set to "Appointment Time"), "Doctor" (set to "All"), and "Filter" (set to "Not Billed"). There is also a "Show Hidden Att." checkbox. Below these controls is a "Quick Attend" button. In the center, the date and time are displayed in large blue text: "Tuesday, 20 Jun 2017" and "17:21 (-16) hours". At the bottom, there is a table with the following columns: File #, Status, Name, Appt, Attend, Admit, Doc, Appt Type, Br, Dept, Notes. The first row of data shows: 1, 6, Gump, Forrest, 17:15, 17:20, OC, New Patient, CLA, HCH 1. A red rectangular box highlights the "Notes" column and the "HCH 1" entry in the first row.

File #	Status	Name	Appt	Attend	Admit	Doc	Appt Type	Br	Dept	Notes
1	6	Gump, Forrest	17:15	17:20		OC	New Patient	CLA	HCH 1	

IDENTIFYING THE HCH PATIENT IN CLINICAL SOFTWARE

Patient To Do List:

This list pops up when the patient's clinical record is opened. Health Care Home listed as an action.

Due Date	Action	Last Performed Date	Entered By	Entered Date	Comments
21/06/2017	HCH 1		DJI	21/06/2017	

Otherwise the Hospital UR No. field could be used as a limited to a visual cue within a patient record.

File No: 6
IHI Number:
IHI Number Status:
Last Updated:
Occupation: Kindergarten Te...
Hosp UR No: HCH1
IHI Record Status:

ITEM SETTINGS

Setup Practice Fees > Add custom item/s (Record item number and description).

The 'Item Details' dialog box is shown with the following fields and values:

- Item Number: HCH23
- Short Description: Test Health Care Home item
- Tax Code: FRE
- Validity Period: From 01/01/1990

The 'Fees' section contains two columns of fee types with 'Value' and 'Discount' fields:

Fee Type	Value	Discount
Private Fee 1 (P1)		
Concession (P2)		
3rd Party (P3)		
Surgical (P4)		
Fast Track (P5)		
OPD (P6)		
OPDC (P7)		
Injury Claim (P8)		
HCH (P9)	\$78.00	
Private Fee 10 (P10)		

Set Category to CC – Co-ordinated Care

The 'Item Details' dialog box is shown with the following fields and values:

- Item Number: HCH23
- Short Description: Test Health Care Home item
- Tax Code: FRE
- Validity Period: From 01/01/1990

The 'Category' dropdown menu is set to 'CC - Co-ordinated Care'.

Default HCH payer in patient details:

The 'Links' dialog box is shown with the following fields and values:

- Family: Gump, Forrest (6)
- Payers: HCH Tier 1 P9 \$0.00

BILLING PROCESS

Select:

Provider: Either Provider or Practice

Bill to: Payer > Health Care Home

Item: Select custom code for services rendered

[Billing Schedule: Health Care Home should default for registered patients as has been selected in their patient details section.]

New Invoice

Invoice
Patient: Mrs Forrest Gump DVA: 55856744 HCC#: 1546516546 Safety Pens. Status: None
File: 6 DOB: 26/03/2016 (1)

Payer: HCH Tier 1 Add/Edit Payer
Applicable Fee Type: P9

Doctor: On Call, Dr

Request/Referral Dr: <None>

Claim

Payer Debts

	Patient	Family	Credit
Due	0.00		0.00
Deferred	0.00		

Fund Details

Fund: # Fund Fee Type

Refund/Gap Calculation: Fund Medicare

Invoice Style: Print Gap Corporate

Services

Date	Item#	Description	GST selectable item	Fee	Tax	Unit Value	Qty	Amount	Notes	Estim. Refund	Gap
21/06/2017	HCH23	Test Health Care Home item		P9	FRE	78.00	1	78.00		0.00	78.00

Quick Pay: Select Direct Deposit

Quick Pay

6 Mrs Forrest Gump

Payer: HCH Tier 1 Due: Patient 0.00 Family Deferred: Patient 0.00 Family Credits: 0.00

Current Invoice(s)

Allocate: Value 78.00 Discounted value 78.00 Gap 78.00

Payments

Format	Name	Bank	Branch	Number	Banklist	Amount	Pay Date
Direct Deposit					BNK	78.00	

1. Cash 2. Cheque 3. MC Cheque 4. Card 5. Eftpos ET 6. Direct Deposit 7. Credits Add Change

BANKING

Direct Deposits will show separately in the Banking report.

REPORTS

Reports: Statistics Report > Select required parameters

Report by Category will isolate the HCH activity.

Item	Sch100	Reb 85%	InPat 75%	LMD	DP40	DP4H	Private Insurers	WC	MV	Leg	Man	Total
Item Category Co-ordinated Care												
HCH-23 Test Health Care	#	0	0	0	0	0	0	1	0	0	0	1
		0.00	0.00	0.00	0.00	0.00	0.00	78.00	0.00	0.00	0.00	78.00
Group total	#	0	0	0	0	0	0	1	0	0	0	1
		0.00	0.00	0.00	0.00	0.00	0.00	78.00	0.00	0.00	0.00	78.00

Reports by selected Patient Type will produce a summary of activity for each tier.

Statistics Report

Style: Item Details, Summary

Group By: None

Order By: Item #

Criteria:

From: 01/06/2017 To: 21/06/2017

Fee Group: Standard

Branch: All

Treating Doctor: All

Referral Doctor: All

Category: All

Group: All

Sub Group: All

Patient Type: HCH 1

Tax Code: All

Item Description:

- All Service Items
- 3 - Level A Surgery Consultation
- 4 Level A Home or Hospital Visit
- 5 Account Fee
- 6
- 7

Buttons: Print, Screen, Export, Close, Cancel, Help

Branch: User