Manual Batching

Manual batches are required to process payments for multiple invoices when any of the following occur:-

1. The guarantor is of type

    a. Workers Compensation

    b. Legal/3rd Party

    c. Military

2. The guarantor is a health fund which is not enabled for online claiming

3. The claim can't be processed through normal ECLIPSE channel (eg the patient is deceased)

Raising a manual batch

The process for raising a manual batch starts out the same as for an online batch claim (eg Medicare Bulk Bill)

1. Go to the the **Dashboard**.

2. Select **Locations** from the menu.

3. Select the required location.

4. Select **Batch Claims** from the menu.

5. You will be presented with a list of the unbatched invoices in 3 sections

    a. Online Invoices

    b. HSP e-Claims

    c. Manual Invoices

6. Click the **Create** button for the required guarantor/medical provider combination

7. The resulting window will detail the batch information

    a. Batch

      Details of the batch claim

Medical Provider Display Name	The medical provider on the invoices
Guarantor	The guarantor of the invoices
Batch Number	A system generated value is given by default (but can be overwritten)
Batch Date	Today's Date
Batch Type	The type classification of guarantor

    b. Invoices

      Invoices eligible to be included in the batch

Patient	Clickable hyperlink of the patient the invoice is for

Invoice	Clickable hyperlink of the invoice number
Billed	Original amount billed on the invoice
Paid	Any amount already paid
Due	Amount still owing on the invoice
Checkbox	Checkbox to include the invoice in the batch or exclude it

    c. Administration

       Section to add a note to the batch

8. Click the **Create Batch account** button once all the details are correct. User can enter unique batch account number **up to** 40 characters.

9. There are 2 options for the printing of the batch:-

    a. Cover Sheet - prints a summary sheet with the claim details and a listing of the invoices included

    b. Batch - prints the above cover sheet and a copy of each of the invoices