

Add a service location

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Add a new service location

Create a new service location

1. Click **Administration** at the top right corner.
2. Select **Locations** from the menu.
3. Select **Service locations** sub-menu.
 - a. The Service Locations screen will display.
4. Select the **New** button.
5. Complete fields using the table below for reference.
6. Click **Create Service Location**
 - a. The service location will be created.

Field	Description
Details	
Name	Full Name of the location
Description	Characteristics of the location
Region	This is a drop down list - it will only display active regions (see Regions)
Location	This is a drop down list - this is the location already created
Default Treatments	
Inactive Service Location [status] (Check Box)	Checking this flag means that the service location will no longer appear
Billing	
Medicare Location ID	This is the minor ID you have registered with Medicare
Hosp. Prov No	<p>This number is used when performing the following electronic transmissions</p> <ul style="list-style-type: none">• Eclipse In Hospital Claims (IHC)• Eclipse Inpatient Medical Claims (IMC)• Eclipse Online Eligibility Checks (OEC) <p>This field is also used in the follow ways</p> <p>Included on the DVA D1216s form as the name of the hospital or nursing home where the service was delivered.</p> <p>Appended to Medicare service text of line items on claims where the service location is hospital, but not for IMC claims. This would likely only apply for DVA bulk bill claims for inpatient services.</p>
LSPN	This is the location Specific Practice Number

Specimen Collection ID	The information used to identify the specimen must be unique to the patient so that results are not associated with the wrong patient
Billing Provider Number	The medical providers number for the specified service location
BPAY Biller Code	
Hearing Services Site ID	This is specific HSP
All services are taxable supplies (Check Box)	
Address	
Address	
Suburb	Select from the drop down list
State	Select from the drop down list
Postcode	
Phone	
Email	
Default Service Providers	
Pathology	Select from the drop down list - as per your site configuration. This allows to automatically default to your preferred Pathology service (selected here).
Radiology	Select from the drop down list - as per your site configuration. This allows to automatically default to your preferred Radiology service (selected here).