

# Assistant Billing - Invoicing

Last Modified on 24/01/2025 3:30 pm ACDT

Assistant Billing Invoices can be generated in the same method as that of creating Invoices,

1. Go to **Patients** and select/search the required patient.
2. Select **Invoices and Credits** from the menu.
3. Select **New Invoice** Button.
4. Select the most relevant option:
  - a. Guarantor - Assistant Billing supports Invoicing for all types of Health Funds
  - b. Service / Account Provider (If the configuration: **Always the service provider for their own accounts** is set on Provider details CareRight skips the confirmation steps when a new Invoice is created. Please refer to [Add a new medical provider](#) in the system admin guide.)- For Assistance Billing, the account provider should not be the Hospital Provider.
  - c. Service Location - Assistance billing service location should be an Inpatient Service Location
5. Select the **New Invoice** button.
6. If a Referral is required for the service, select the Referral details.
  - a. When selecting a referral during invoice creation, select **Show Expired** to include expired referrals in the

listing.

The screenshot shows the 'Referral' selection interface. The top section has a search bar containing 'Dr Harry Cohen (2054781W) Activated: 30/11/2017 Expires: 29/11/2022 Non Standard Referral ...' and a 'Show Expired' checkbox. The bottom section shows the same search bar with a dropdown menu open, displaying two results: 'Dr Harry Cohen (2054781W) Activated: 30/11/2017 Expires: 29/11/2022 Non Standard Referral 60 months' and 'Dr Brenda Reed [Bre] (2054781W) Activated: 11/12/2018 Expires: 10/12/2019'. A blue arrow points from the 'Show Expired' checkbox to the dropdown menu.

7. In Line Item, Select the Procedure Item numbers.
8. Apply [Multiple Procedure Rule](#) if required.
  - a. If more than one Procedure Items are billing together, the Multiple Procedure Rule allows the system to apply 100% of the First Item, 50% of the second Item, 25% of third Item etc...
  - b. Click **Apply MPR** if this needs to be applied
9. Add Assistant Items.
  - a. Two different types of assistant items can be configured in CareRight,
    - i. Fixed-Rate Assistant Item - Fixed fee for specific procedures
    - ii. Derived Rate Assistant Item - Percentage of procedure items as the derived fee
10. For any Assistant items, An additional field **Assistant Practitioner** will appear, select the assistant surgeon from the drop-down.

**CareRight**

**Mr Ben2 Price2** | ALERT | ALLERGY | NOTICE | Clinical | Redmine | Vitro

Facility: East St Kilda | MRN: 000540 | CRN: 12346 | ERN: 12345 | Home: Bette McNee Street, 18 Dequetteville Terrace, ADELAIDE SA 5008 | Fund: BUPA Australia, 123456  
Male, aged 40 years, born on January 01, 1981, last admitted to Clintel Clinic. Home Phone: 0401654016  
No Medicare Card | Overseas Patient | 48218 33

**New Line Item**

Service Date: 10/06/2021

Item Number: 51300

Assistant Practitioner: Dr Brenda Reed [Bre] 2054781W 42 Fifth Avenue, FOOTSCRAY VIC 3011

Time Of Service: [Clock Icon]

Units: 1

11. The description field will be auto-populated with the information on Assistant Practitioner and Procedure Item Numbers billing for.

**Assistant Practitioner** | Dr Brenda Reed [Bre] 2054781W 42 Fifth Avenue, FOOTSCRAY VIC 3011

**Time Of Service** | [Clock Icon]

**Units** | 1

**Ex Gst Price** | \$940.50

☐ Gst Applicable

**Description** | Assistance at operation by Dr B Reed : Prov. No 2054781W {49518} {49561} {31235}

**Add Line Item To Invoice** | Other Line Item Values

12. Click on **Add line item to Invoice** button.
  - a. If the Assistant Item number is configured as a Fixed-rate assistant Item, then the fixed charge will be added with the other procedure line items.
  - b. If the Assistant item is configured as the Derived rate assistant Item, then a percentage of total procedure line items will be added.
13. Once all items are added, select **Create Invoice** button.
14. An invoice will be created.

**Additional note:**

a. If you are billing as the assistant, "S" is added to Assistance item number, and it overrides any other procedure items by calculating the item as a derived price based on the assistance item. For example: 51300S

Invoice Items									
Invoice Total	\$195.59								
GST Total	\$0.00								
Out Of Pocket	0.00								

Line Items									
Service Date	Item Number	Description	Price	GST	Schedule Price	Rebate Price	Fund Price	Out Of Pocket	Ex Gst Price
16/01/2025	51300S	Assistance at operation performed by Dr M	\$195.59	\$0.00	\$95.00	\$80.75	\$0.00	\$114.84	\$195.59

Clicking "Compact Line Items" will make this invoice incompatible with online claiming. Please be sure you want this functionality before proceeding.

b. If you are billing on behalf of the assistant, no "S" is added to the Assistance item number, and the item is calculated as a derived price, being added to the list of items on the invoice. For example: 51300

Invoice Items

Invoice Total

\$1,626.59

GST Total

\$0.00

Out Of Pocket

0.00

Line Items

Service Date	Item Number	Description	Price	GST	Schedule Price	Relate Price	Fund Price	Out Of Pocket	Ex-Gst Price	
16/01/2025	52818	NERVE TRANSPOSITION OF (Acars.) (Assist.	\$1,431.00	\$0.00	\$539.75	\$458.80	\$0.00	\$972.20	\$1,431.00	<div>compact</div>
16/01/2025	51300	Assistance at operation by Dr M Abbas - P	\$195.59	\$0.00	\$86.30	\$73.40	\$0.00	\$122.19	\$195.59	<div>compact</div>

Clicking "Compact Line Items" will make this invoice incompatible with online claiming. Please be sure you want this functionality before proceeding.

Please refer to [Surgical Assistant Items - Configuration](#) in the system admin guide for instructions on how to configure Surgical Item numbers in CareRight.