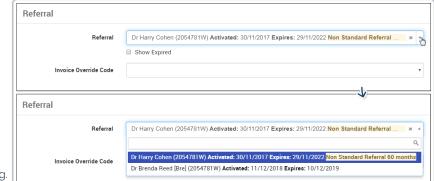
Assistant Billing - Invoicing

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

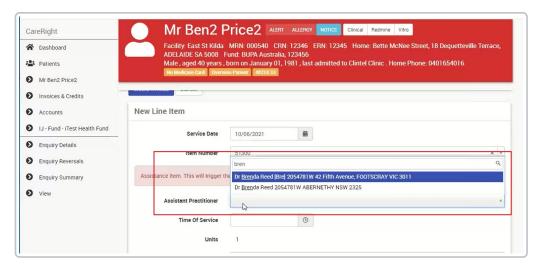
Assistant Billing Invoices can be generated in the same method as that of creating Invoices,

- 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

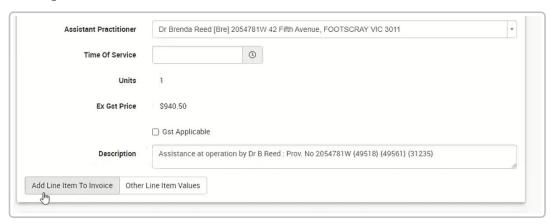


listing.

- 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.



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



- 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

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



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