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Please take a seat,

your session starts soon.

Acknowledgement of Country

Best Practice Software acknowledges the Traditional Custodians of Country throughout Australia and recognise their unique cultural and spiritual relationships to the land, waters, and seas and their rich contribution to society. We pay our respects to ancestors and Elders, past, present, and emerging.

Best Practice Software respects Māori as the tangata whenua and Treaty of Waitangi partners in Aotearoa New Zealand.

Right: Ginmine design from corner, radiating outwards.
Designed for the Bp Bundaberg Operations Hub Mural Project, 2021

Artist: Nicole Wone

Addresses themes of: Evolution – Adaptation of Universe and traditional Indigenous beliefs across the globe.

Beginning of time, darkness. Movement in the cosmos. Rainbow Serpent – Creation being. Ancestral lineage without our DNA

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Lais Miyasava

Fine-tuning your Financials

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Fine-tuning your Financials

Lais Miyasava

Lais is one of our most experienced and friendly trainers at Best Practice and has been helping users learn how to efficiently use Bp Premier for the last 4 years. With a diverse background from different sectors including customer service, project management, and education, Lais is passionate about empowering people with knowledge to help them achieve their full potential.

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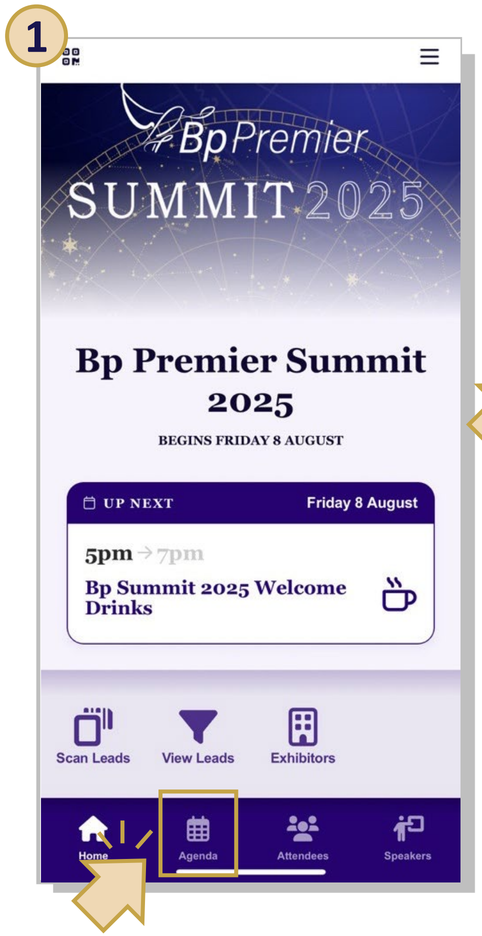
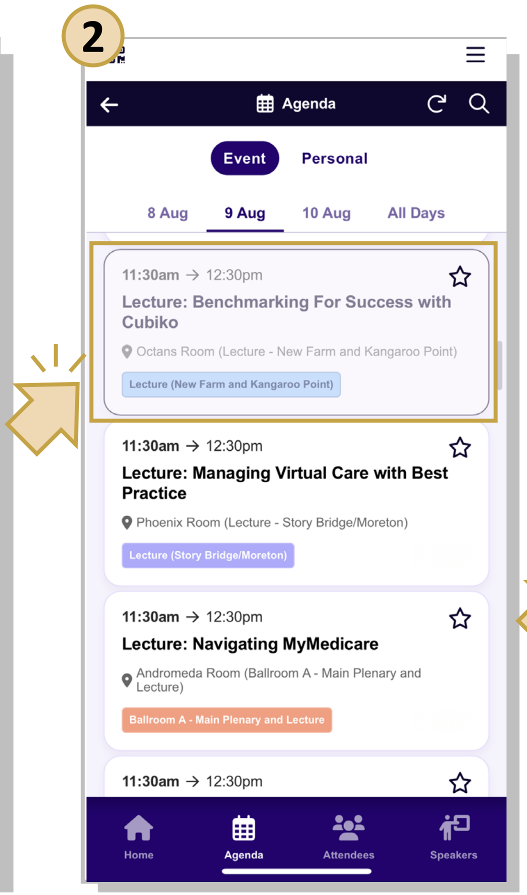
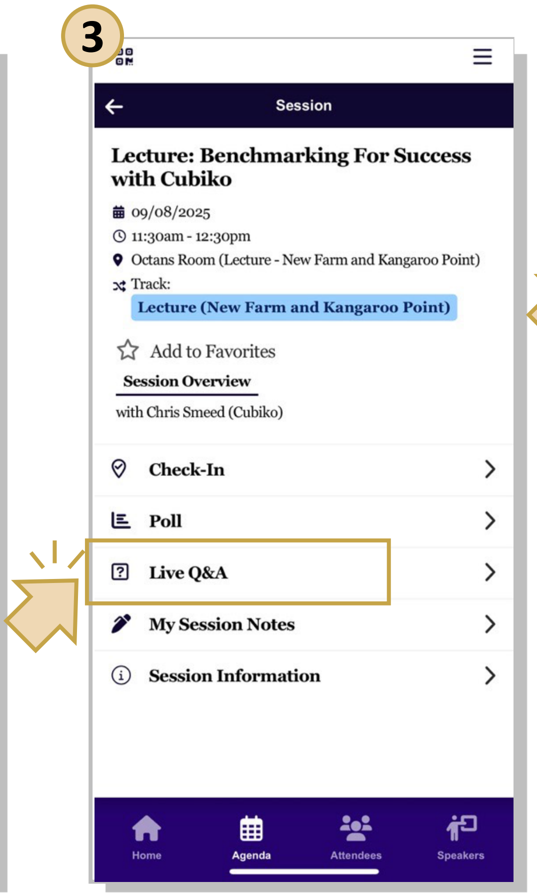
Ask any questions using The Event App

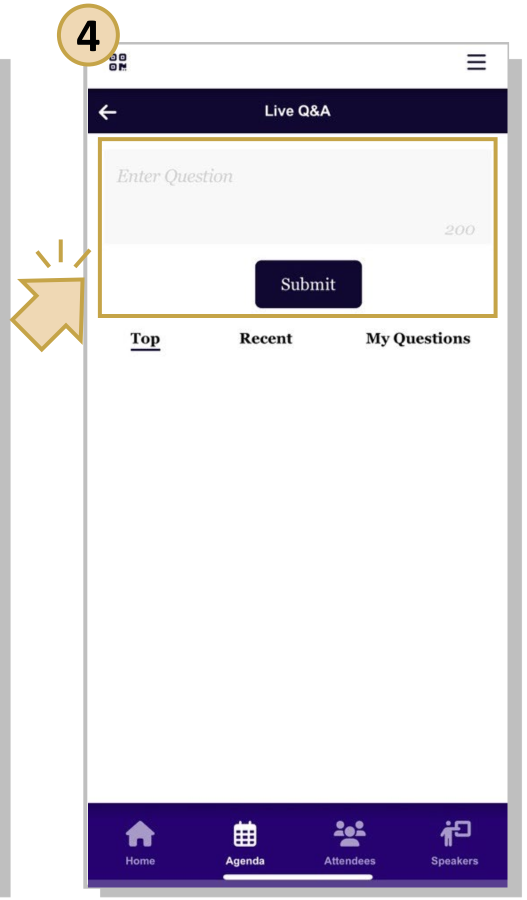
Download the app By scanning the QR code

The EVENTAPP









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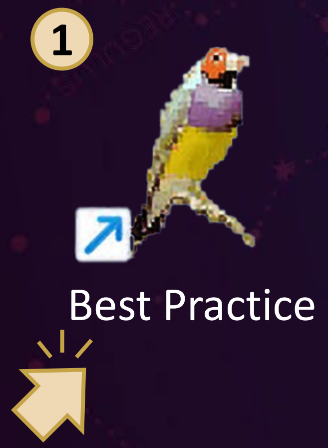
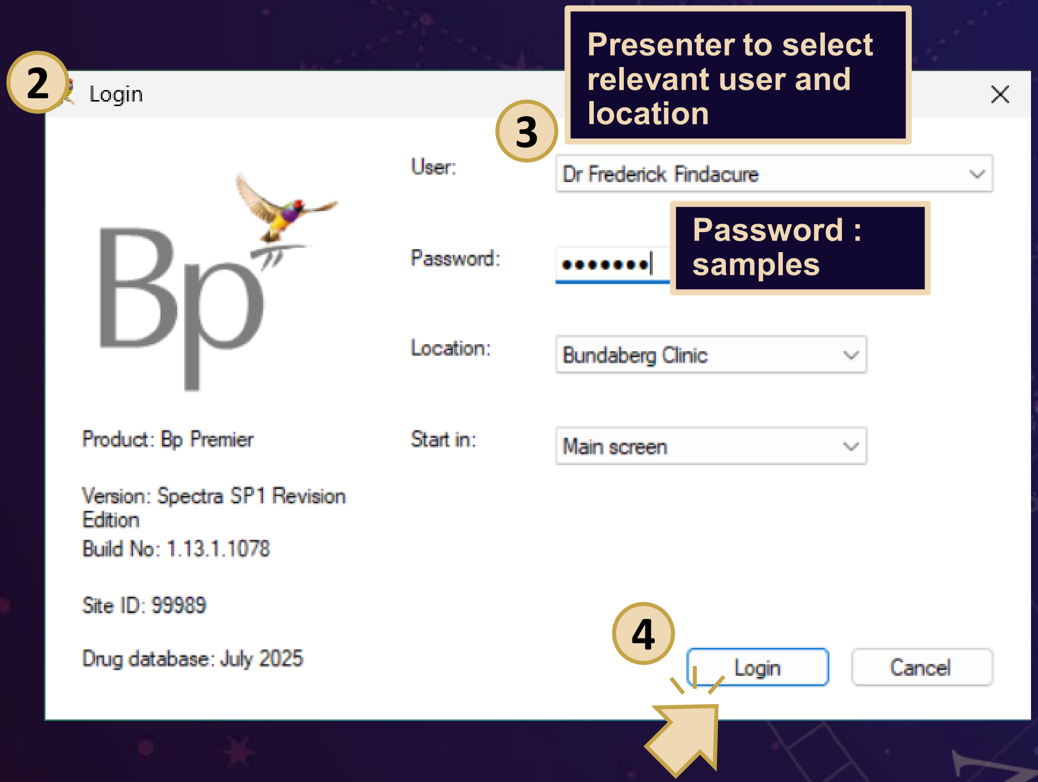
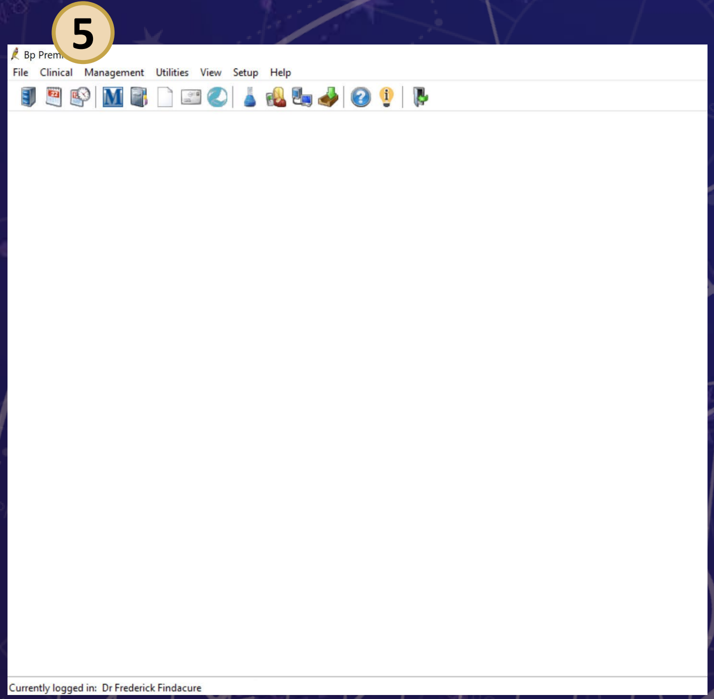
Login to Bp Premier







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Lais Miyasava

Fine-tuning your Financials

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What we'll be covering

- Fee Management
- Incentives and Rebates
- Management Reports
- Billing and Financial Tracking

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Fees Management

- Medicare and DVA Fees
  - Supplied by Best Practice in Monthly data updates

✋ How can we enable auto-verification and installation?

- Private Fees
  - Custom schedules to group certain fees
  - Custom MBS fees
  - Custom Non-MBS fees

✋ How often are you reviewing the practice fees?

Incentives

- Added automatically when direct billing (Bulk billing) invoices for:
  - Minors
  - Pension / Health Care card holders
  - DVA card holders

- Matches the practice's Modified Monash's category

✋ How can we ensure incentives are applied?

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Payment integrations and Rebates

		Bp Premier	HICAPS	Tyro	CommBank Smart Health
Bulk Billed	Medicare Easyclaim Bulk Bill	✓		✓	
Privately Billed	Integrated EFTPOS		✓	✓	✓
	Patient claiming	✓	✓	✓	✓
	Easyclaim private patient claiming (instant rebate)		✓	✓	✓
	Integrated EFTPOS refund		✓		
	Health fund claiming		✓ *	✓ *	✓ *

* Health fund claims are processed in the terminal

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Rebates

- Private - Patient Claiming vs Instant Rebate

☐ Send via Patient Claiming ☐ Send via Easyclaim

Bp Premier sends the claim to Medicare

Payment integration (instant rebate – HICAPS and Tyro)

- How to check which option was used to process the rebates?

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Deposits

- Common use cases
  - Equipment hire (monitors, crutches)
  - Expensive procedures or blocks of bulk sessions

🖐 Where will deposits be displayed once we enter them into the system?

🖐 Are they picked up by reports?

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Held Accounts

- Common use cases
  - Newborn babies waiting for their Medicare numbers to be generated
  - Items sent to pathology (do not know the item to bill)

🖐 What happens once we put accounts on hold?

🖐 Do you have a process to monitor held accounts?

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Reports

- Access is user-based
- Information can be restricted to allow access to own financial data (Providers)
- Use the ones with **created /created date** in the title to pay providers

✋ Is there a way to copy access from another user?

✋ Do you allow Drs to access their financial information?

Financial Reports

When to Run	Report	Use for
End of day	Appointments (Grouped by User)	Checking if all appointments have an account created.
	Daily Takings Report	Reconciliation of payments received.
	Work done by provider by Date	Overview of all items billed on behalf of the doctor. - Doctors can check the list before sending Bulk Billed claim batches to Medicare
Pay providers	Services – by account Type (grouped by services created)	Paying doctors based on services billed.
	Payments – by Account Type (grouped by payment created date) including related services	Paying doctors based on payments received.
	Transaction Report (grouped by payment created date)	Paying doctors on services billed or payments received. - Consolidated information of services created and payments in the same report
Audit	Cancelled and Written off services	Verifying transactions recorded in the practice for the date range, and the reasons entered when users performed the adjustments.
	Reversed payments and bounced cheques	Verifying reversed payments recorded in the practice for the date range, and the reasons entered when users performed the adjustments.
	Debtors (grouped by account type) – aged by Invoice Date	Reviewing any overdue or outstanding accounts. - Can be used with the Debtor List function to generate the accounts statements
Other Useful Reports	Appointment Statistics	Insights of appointment information along with graphs for data visualisation.
	Banking	Verifying the banking batches created.
	Online claiming	Verifying the Medicare and DVA batches created.
	Shared Health Summaries – Uploaded (by provider)	Keeping track of the Health Summaries that have been uploaded for the quarter.

Activity

1) Run Service report - use the one with **created** in the title

- How can information be filtered?

- Which doctor has the highest Bulk billing percentage?

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Activity

1) Run Payment report with **created date** in the title

✋ How can I change the default dates in the parameters window?

✋ How can I add a page break after the Dr?

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Activity

1) Run Transactions report with **payment created date** in the title

- Why are the cells highlighted?

- How is the flow of services to payments?

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Debtor Management

- Invoice footer can be customised
- Debtors report (grouped by account type) – aged by Invoice Date
- Debtor List displays outstanding accounts – Private and 3rd parties
    - Print or Generate statement

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Activity

1) Customise the footer

2) Run Debtors report

3) Access Debtor list
   ✋ How can we export the list of invoices?

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Activity

1) How to search the database

✋ How can I create my own SQL queries?

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Activity

- How can I find out more about the database tables?
- Can Bp create a custom report or a custom query?

Financial Management Tools

Cubiko

Calculate by Cubiko

SURGICAL PARTNERS

- Refer to the Bp Partner Network to find out more

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Questions & Answers

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Thank you for joining us!

**Our Bp Summit Presentations
and Resources are available
via our Knowledge Base**

Finetuning your financials

Lais Miyasava