

## Send an SMS or Print a form from Account details

Account Details can be accessed via :

- The patient has finished seeing the provider and the appointment status changes to **At Billing**. Double-click the patient to open the **Account Details** screen.
- From the main screen, select **Management > Create patient account**.
- From the Patient **Billing History** screen, click New Account, or go to **File > New simple account**.

### Assignment of benefit

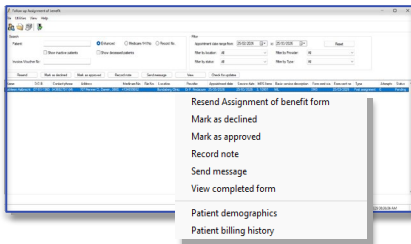
Generate assignment of benefit form via: SMS to: 04

Printer

1. On the **Account Details** screen, set the **Bill to** field to **Medicare Direct Bill**, then add the MBS item numbers to be billed as you normally would.
  2. Under the **Assignment of benefit(AoB)**, select **SMS or Printer** from the dropdown next to **'Generate AoB form via:'**. The phone number will be automatically populated from the Mobile Phone number field in the Patient details screen.
  3. Click **Generate and store**. The Post AoB SMS Request is sent.
  4. **SMS**: the patient receives an SMS of the Post AoB Form Request Template, and completes this to finalise recording their AoB.
- Print**: Ensure the correct printer is selected and click **OK**. The Post-AOB form will be printed.

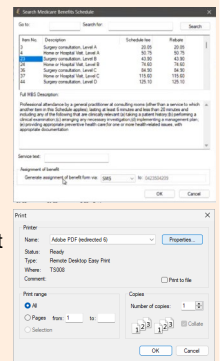
## 3 Follow up AOB

1. Access the Follow up Assignment of Benefit window from the **Appointment Book > View**, or from the Bp Premier main screen > Management.
2. **File > Print list** to print a list of AOBs for auditing. Mark as approved **manually** if necessary to release the AOB.



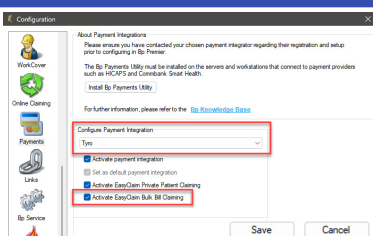
## 4 Change an item number for a rejected claim and generate a new post-AOB form

1. Go to **Management > Online Claiming**.
2. From the Online Claim batch screen, double click on the **rejected batch**.
3. Select a claim to adjust and click the **Adjust service** button.
4. Select the **Change item number** radio button, and then click **Change**.
5. Select a new item number from the **Search Medicare Benefits Schedule** screen.
6. Ensure details are correct and click **OK**.
7. Click **OK** from the **Adjust billing** screen.
8. Click **Process** from the Online Claim batch screen.
  - a. If SMS is selected as the generation method the Online Claiming Post Assignment of Benefit Form Bp Comms template will be sent to the patient(s).
  - b. If Printer is selected as the generation method, the Print screen will appear. Ensure the correct printer is selected and click OK. The Post assignment of benefit form(s) will be printed.



## tyro Health

### Activate EasyClaim Bulk Billing in Bp Prem



1. Select **Setup > Configuration > Online Claiming**. The Configuration screen will appear.
2. Select the **Payments** tab.
3. Tick **Activate EasyClaim Bulk Bill Claiming** and click **Save**.

## Capture AoB using EasyClaim on Tyro EFTPOS

1. **Initiate Medicare bulk bill claim directly from Bp Premier(PMS)**. After a service has been provided, the provider transmits the bulk bill claim from Bp Premier using Tyro Health EFTPOS machine with Medicare Easyclaim.
2. **AoB agreement is generated.** The EFTPOS machine prints the **AoB agreement** for the assignor to review.

**AoB is captured electronically.** The EFTPOS machine (and PMS, so practice staff can prompt the assignor) shows the question, **"Do you assign your right to benefit?"**. If they select **'YES'**, the claim proceeds and a patient receipt is printed confirming the AoB. If they select **'NO'**, the claim is cancelled and is not submitted to Medicare.



4. **Retain a provider record for compliance purposes.** Once the claim is completed, the PMS gives the option to print a practitioner and patient copy of the receipt, helping practices retain AoB records in line with the **2 year record-keeping requirements**.