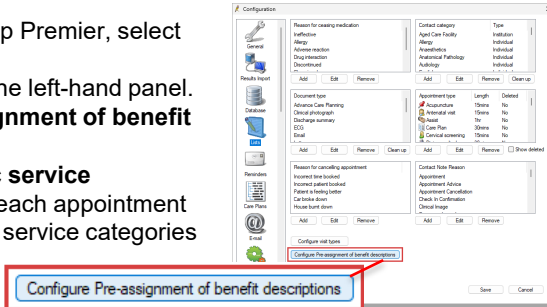


1 Set a Basic Service Description for all Appointment types

When a Basic Service Description is set for an appointment type, the BSD will populate the pre-assignment form when sending **bulk automated SMS** requests.

- From the main screen of Bp Premier, select **Setup > Configuration**.
- Select the **Lists** tab from the left-hand panel.
- Click **Configure Pre-assignment of benefit descriptions**.
- From the **Configure basic service descriptions** window, for each appointment type, map to one of the 16 service categories from the dropdown menu.



Common BSD categories include:

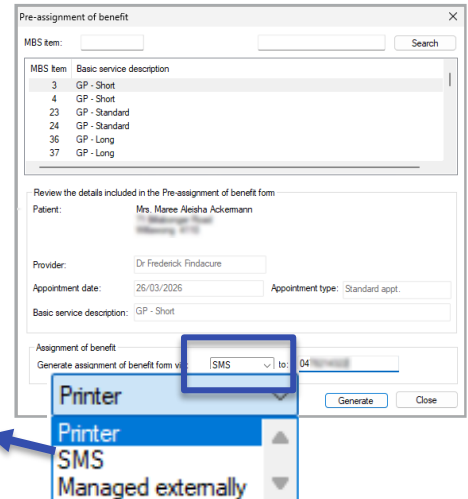
GP Short (Level A)	Items up to 5 minutes.
GP Standard (Level B)	Attendance items between 6 and 20 (or 25) minutes.
GP Long (Levels C, D, and E)	Attendance items over 20 minutes.
GP Care Planning and Health Assessments	Chronic condition management and health assessments.

2 Set the Default AoB generation channel

- From the main screen of Bp Premier, select **Setup > Configuration**.
- Select the **Billing** tab from the left-hand panel.
- In the **Default Assignment of Benefit generation channel**, select your practice's preferred method from the dropdown options.
- Click **Save**.

When generating a patient account, the default channel will be pre-selected. The SMS number will be read from patient demographics.

SMS	Utilise either the Pre or Post Assignment of Benefit Template, delivered via SMS using Bp Comms .
Printer	Use the paper-based workflow (as you do now).
Managed externally	If Bp Comms is not used for SMS messaging, select this option to manage Assignment of Benefit requests outside of Bp Premier through an external SMS provider. Also select this option if you manage all bulk-billed claims through a Tyro EFTPOS machine. Note: The record of the completed assignment form will be stored with the external third-party provider.

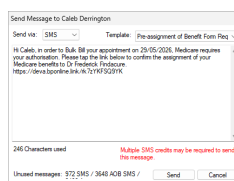


NOTE Sending a form via SMS will cost Bp Comms credits

3 Send an SMS or Print a form via the appointment book

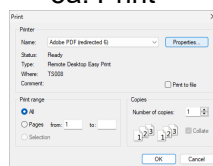
- From the **Appointment book**, right click on a booking.
- Select **Assignment of benefit(AoB)**.
- From the **AoB benefit** screen, select the **Basic service description** anticipated for the appointment.
- Under the **AoB** heading, select **SMS** or **Printer** from the dropdown next to **'Generate AoB form via:'**

5a. SMS



The phone number will be automatically populated from the Mobile Phone number field in the Patient details screen. Click **Generate**. The Send Message screen will display with the Pre-assignment of Benefit Form Request Bp Comms template. Click **Send**.

5a. Print



Click **Generate**. The Send Message screen will display with the Pre-assignment of Benefit Form Request Bp Comms template. Click **Send**.

