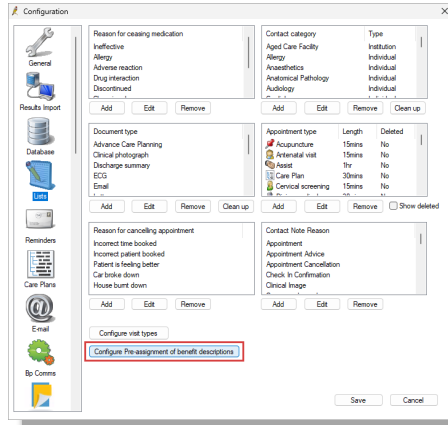


1 Set a Basic Service Description for all Appointment types

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.



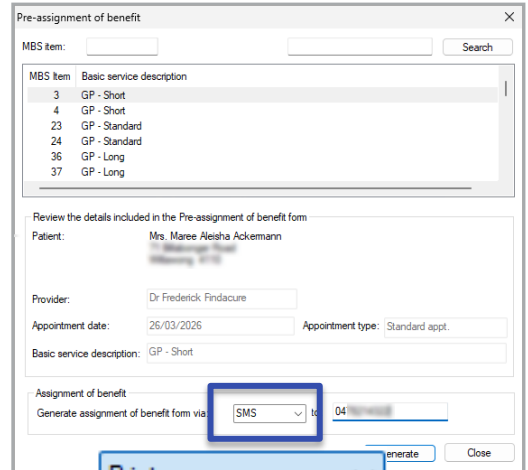
Common BSD categories include:

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 Assignment of Benefit 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

1

Send a digital 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**.

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**, select **SMS** from the dropdown next to '**Generate assignment of benefit 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 Assignment of Benefit SMS Request is sent.
4. The patient receives an SMS of the Post Assignment of Benefit Form Request Template, and completes this to finalise recording their assignment of benefit.

2

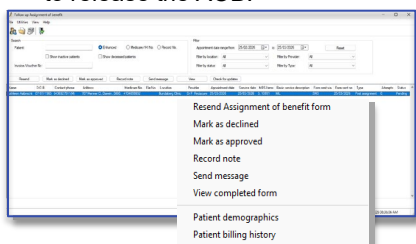
Print a paper form from Account details

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 Assignment of benefit, select **Printer** from the dropdown next to '**Generate assignment of benefit form via:**'
3. Click **Generate and Store**.

4. Ensure the correct printer is selected and click **OK**.
5. 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.

