

Private Billing

Certain visits or forms do not warrant creation of a claim to be sent to MSP but to bill the patient directly through the Invoices section of MOIS. These claims are designed for the patient to pay for the service or for a third party payor to receive a bill. These claims are kept on the patient chart separately from the MSP claims for reporting purposes.

Record Modules Views Action Utilities Print Maintenance Help Desktop Provider: BILL, DR

Billing

- MSP Claims
 - Unsent Claims
 - Sent Claims
 - Invoices

Invoice

New Invoice Delete Invoice Save Statement Receipt Label Add Payor Edit Payor Change Patient

Chart: 75 Patient: BETTY BOOP DoB: 1961.11.19 Insurance by: BC Phone: (250) 564-8542
Alias: Gender: F Insurance No.: 9151252098 Work: (250) 562-1354

Invoice #: 18 Provider: BILL, DR Payor: Recon Code: U
Bill Date: 1: 2014.03.18 2: 3: Claim No.: Write Off: N
No. Billings: 1 Invoice Code: Taxable: Apply Tax
Payment Due:

Comment: Message:

BILLED	PAID	WRITTEN OFF	ADJUSTMENTS	BALANCE / D/WED
Summary: -	-	-	-	= -
Balance ALL Invoices for this patient:				-

New Trans Delete Trans Pay Balance W/D Balance Paste MSP Claim

Date	Tran Code	No. Serv	Fee Code	Unit Amount	Diag Code	Payment Method	Paid Amount	Adj Code	Adjustment Amount
> 2014.03.18	B	1.00	...	-	...	-	-	-	-

Ready. [Go To Chart...](#) Task Item: 1 Msg Item: 4 User: ADMIN Site ID: 1409 v02.15.21 b140305

Create an Invoice:

1. Open the Billing module.
2. Select the Invoices folder.
3. Choose the patient you are going to invoice (either have their chart open in Patient Chart or select 'Change Patient').
4. Click on 'New Invoice'.
5. Begin entering the required information.
6. If the invoice will be billed to a third party, click on the drop-down arrow in the Payor field and select the appropriate option from the preset list (i.e. RCMP).

7. Click on 'New Trans' to create a new transaction.
8. Enter in the date, transaction code, etc.
 - a. For the number of services you can enter a partial number (i.e. 0.5 for half a service).
 - b. The Unit Amount can be manually changed to reflect whatever amount you wish to bill.
9. Save or F2.

Mark an Invoice as Paid:

1. Open the Patient Chart module.
2. Select a patient.
3. Navigate to the Billing module.
4. Select the Invoices folder.
5. Place your cursor in the Invoice # field and press F4 to search the invoices for this patient.
6. Select the invoice you wish to mark as paid.
7. Navigate to the bottom of the window and press the 'Pay Balance' button or press CTRL+P.
 - a. A new line will be created indicating the Transaction code is P (paid) with the paid amount present.
 - b. The Balance Owed field will be empty.
8. Modify the Payment Method if necessary.
9. Save or F2.

Search by Invoice Number:

1. Open the Billing module.
2. Navigate to the Invoices folder.
3. Press ALT+F3 or open the Action menu from the toolbar and select Prompt by Invoice #.
4. Type in the Invoice number on the first filter field above the Invoice column and hit Enter.
5. Select the correct invoice and press 'Ok'.