

# Suppressed invoices (for claims)

Last Modified on 11/10/2024 10:57 am AEDT

Zedmed has a Claim Suppression setting to help practices that suppress invoices with claims. **Requires Zedmed v37 or later.**

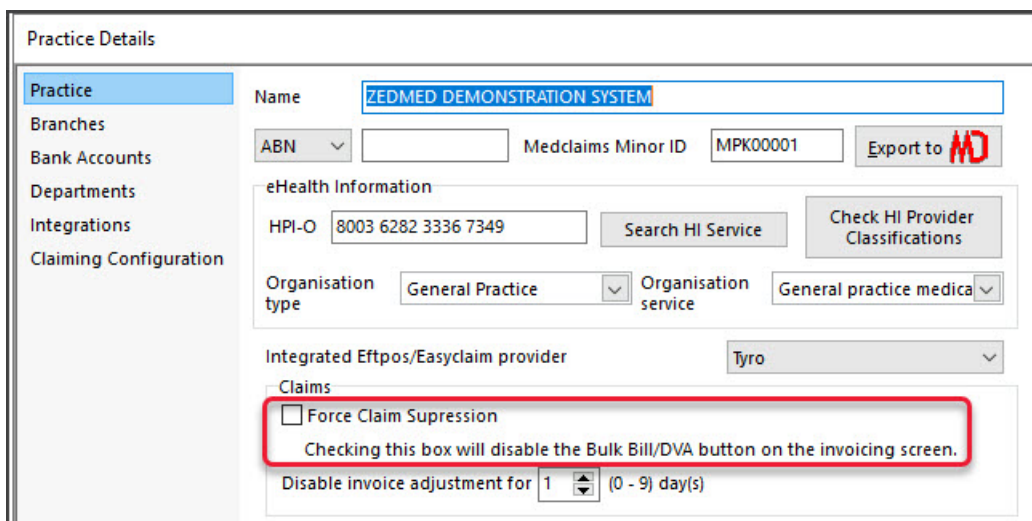
The Claim Suppression workflow allows the invoices to be reviewed in the Claims tab before they are transmitted and prevents the transmission of claims for invoices that should be voided.

## Enable Claim Suppression

Disable the ability to submit a DVA or Bulk Bill claim directly from the **New Invoice** screen and leave **Suppress** as the only option.

To enable Claim Suppression:

1. Open **Practice Details**.
2. Tick **Force Claim Suppression**.



The screenshot shows the 'Practice Details' form in the Zedmed system. The 'Practice' tab is selected in the left-hand navigation menu. The form contains several sections: 'Name' (ZEDMED DEMONSTRATION SYSTEM), 'ABN' (dropdown), 'Medclaims Minor ID' (MPK00001), 'Export to' (MD), 'eHealth Information' (HPI-O: 8003 6282 3336 7349, Search HI Service, Check HI Provider Classifications), 'Organisation type' (General Practice), 'Organisation service' (General practice medica), 'Integrated Eftpos/Easyclaim provider' (Tyro), and 'Claims'. The 'Force Claim Suppression' checkbox is highlighted with a red box, and the text below it reads: 'Checking this box will disable the Bulk Bill/DVA button on the invoicing screen.' Below this, there is a field for 'Disable invoice adjustment for' with a value of 1 and a range of (0 - 9) day(s).

## Workflow step 1 - Create a suppressed invoice

Save an invoice but do not submit any claim.

1. Create the invoice.
2. Check **Medicare** or **DVA** is the payer.
3. Select **Suppress**.

**New Invoice**

Invoice  
 Patient: Mr Knut Holloway, DVA VSS123343, HCC#, Safety, Pens. Status Full DVA  
 File 41, DOB 19/05/1952 (72)  
 Payer: Medicare, Add/Edit Payer  
 Applicable Fee Type MC  
 Doctor: D, Phillip, A  
 Request/Referral Dr: Adelaide Path Partners, To: PD, Starts: 08/11/2023, Mths: 12, Notes: [dropdown]  
 Claim: [dropdown]

Payer Debts  
 Due: Patient 365.60, Family, Credit 3330.95  
 Deferred: 0.00

Fund Details  
 Fund # Fund Fee Type  
 Refund/Gap Calculation:  Fund  Medicare  
 Invoice Style:  Print Gap  Corporate

Date	Item#	Description	GST selectable item	Fee	Tax	Unit Value	Qty	Amount	Notes	Estim. Refund	Gap
30/08/2024				MC	FRE	0.00	1	0.00		0.00	0.00
30/08/2024	23	professional attendance by a genera	MC		FRE	41.20	1	41.20		0	0

Assist Fee Properties Add Change Delete  
**Total 41.20 Disc. 0.00 Gap 0.00**

Doctor Assigned Billing Codes Message: This is the invoice message  
 Billing Instructions: Send Medicare Bulk Billing Consent

Defer Family ECLIPSE MA Online Bulk Bill Combo Inv. Print Email **Suppress** Quick Pay Cancel Help

Medicare is the payer but cannot be selected.

## Workflow step 2 - Review and transmit claims for the suppressed invoices

All suppressed invoices with Medicare or DVA as the payer will queue in the Claims Tab, where they can be reviewed.

To transmit claims for suppressed invoices:

1. Open the **Claims** tab.
2. Select **Not Submitted/Suppressed**.
3. Review the invoices.
4. Tick the box next to the invoice/s you want to transmit.
5. Select **Transmit Claim**.

**Claim Status**

Refresh Default View Expand All Collapse All Void Rejected Invoices Check Claim Status **Transmit Claims**

Claims Payments  
 From: 25/07/2024, All Submitted Claim Types, Branch: <ALL>, Doctor: <ALL>, Claim ID: [input], Payment ID: [input]  
 To: 1/08/2024, **Not Submitted / Suppressed**, Status: <ALL>, Patient: All, Find Patient, Clear, Invoice No.: [input]

Inv/Service/Assessor	Date Inv/Service	Status	Account Payer	Patient	Outstanding	Paid	Doctor	Claim ID	Medicare Ref.
<input checked="" type="checkbox"/> Inv 35434	1/08/2024	Unpaid	Medicare	Simkins, Talia	\$36.30	\$0.00	Igor Fuller		
23					\$36.30	\$0.00			

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