

Suppressed invoice workflow

Last Modified on 30/08/2024 3:26 pm AEST

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

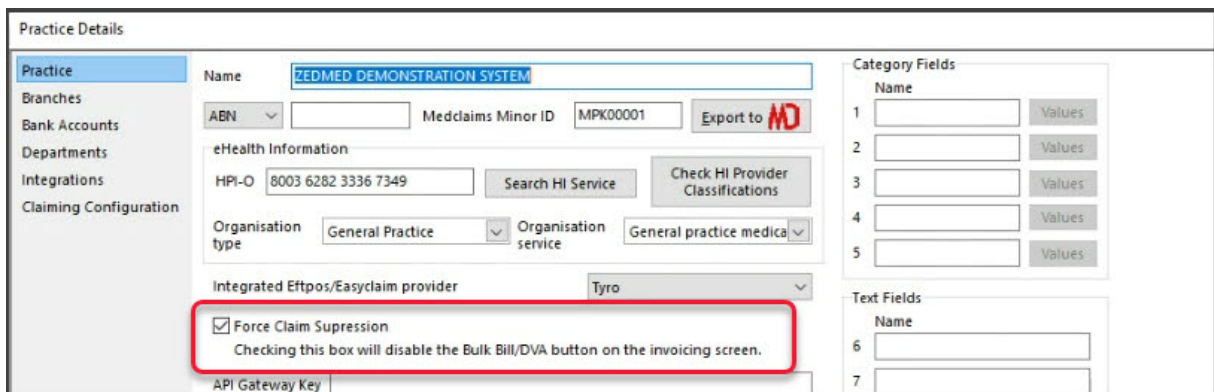
The Claim Suppression workflow allows the invoices to be reviewed in the Claims tab before they are transmitted and prevents the transmission of claims for invoices that should be voided.

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. The 'Practice' tab is selected. The 'Name' field contains 'ZEDMED DEMONSTRATION SYSTEM'. The 'ABN' field is empty. The 'Medclaims Minor ID' field contains 'MPK00001'. The 'eHealth Information' section includes an 'HPI-O' field with '8003 6282 3336 7349', a 'Search HI Service' button, and a 'Check HI Provider Classifications' button. The 'Organisation type' is set to 'General Practice' and the 'Organisation service' is 'General practice medica'. The 'Integrated Eftpos/Easyclaim provider' is set to 'Tyro'. The 'Force Claim Suppression' checkbox is checked and highlighted with a red box. Below it, a note reads: 'Checking this box will disable the Bulk Bill/DVA button on the invoicing screen.' The 'Category Fields' section has five empty 'Name' fields, each with a 'Values' button. The 'Text Fields' section has two empty 'Name' fields.

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, PD, 08/11/2023, 12
 Claim:
 Payer Debts: Due 365.60, Deferred 0.00, Patient 365.60, Family, Credit 3330.95
 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, Send Medicare Bulk Billing Consent

Billing Instructions

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, To: 1/08/2024, All Submitted Claim Types, Not Submitted / Suppressed, Branch <ALL>, Doctor <ALL>, Claim ID, Payment ID, Status <ALL>, Patient All, Find Patient, Clear, Invoice No.

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			

Print Report, Show Report, Close