Health Fund (Eclipse) billing

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To create an ECLIPSE invoice:

1. Open the **Patient Details** screen.
2. Check there is a current referral under **Referrals**.
3. Add the **Health Fund** as the **3rd Party Payer.**
4. Select the **Fund Name** from the drop-down.
5. Type in the **Membership** number.
6. Select **Close** to save**.**
7. If the Health Fund has been added as a Payer without the patient membership details, select **Details** under the **Payer**.
8. This will open the **Payer Account Status** screen.
    a. Select the **Fund** from the drop-down.
    b. Type in the **Membership** number.
    c. Select **Close** to save.
9. Select **Patient Verification** to confirm eligibility.
10. Open the **New Invoice** screen.
11. Check that:
    a. The **Payer** is the **Health Fund**.
    b. The **Doctor** field shows the correct treating doctor.
    c. The **Request/Referral Dr** fields contain the correct information.
12. If required, backdate the service date under **Services - Date**.
13. Enter the first item number to be billed.
14. Check the item's **Fee** field shows the fund fee.
15. Select **Properties.**
16. Select the **Hospital,** then select **Close** to save.
17. Select **Add** to add the item to the invoice.
18. Add any additional items.
19. If you add items with the same service date, update those items as follows:
    a. Select the item.
    b. Select the **Change** button.
    c. Select **Properties**.
    d. Tick **Not duplicate** service.
    e. Change the **Time of service**.
    f. Select **Close** to save and exit.
20. Select **Eclipse** then select **Yes** to confirm when prompted.
21. The Eclipse information screen will open.
22. Enter the **Admission** date.
23. Make a selection for the **Financial Consent** field.
24. Select **OK** to submit the claim.