



myMPS

How to guide

How to capture an invoice.

You are able to capture an invoice via 4 different ways:

- Once an appointment has been finished and the user has clicked '**check out**' from the '**Waiting room**' a pop-up will appear asking you if you would like to complete the invoice for that appointment, click '**Yes**'.

- On '**Accounts**' page, on the left menu, click '**Capture invoice**'.

- On 'Accounts' page, search for a specific patient. Once you have found the patient, click on the patient. The 'Account Details' page will open, select 'Capture invoice'.

Account Details

Account holder: Edna Mode

Account no.: MOD001

Account type: Medical aid

Scheme (1): DISCOVERY

Plan: SAVER

Option: CLASSIC

Member no.: 2121212121

Contact cellphone: 081 123 1231

Contact email:

Patient table: R 0.00

Medical aid table: R 0.00

Account age: not applicable

Contact scheme

Phone no. 1: 0860445566

Phone no. 2: 0860998877

Email1: healthinfo@discovery.co.za

Email2: claims@discovery.co.za

Account Members

| Name | Surname | Date of Birth | Dep. Code | Relation | Account Holder | Validation Status |
|------|---------|---------------|-----------|----------------|----------------|-------------------|
| Edna | Mode | 22/06/1977 | 00 | Account holder | ✖ | Invalid |

add new member

Close Save

- On the 'Accounts' page, on the right of the listed patients click on the quick menu (⋮).

Calendar Inbox **Accounts** Admin Reports

Search patients Richard Harris Dr Richard Harris Log out

Search accounts (5)

View invoices

Capture invoice

Capture paper RA

Medical insurers

Suspense account

add new account

show all filter options

Scheme: All

Member no.:

Account no.:

ID no.:

Surname:

Name:

| Name | Surname | Date of Birth | Account No. | Membership No. |
|----------|----------|---------------|-------------|----------------|
| Edna | Mode | 22/06/1977 | MOD001 | 2121212121 |
| Florence | Jones | 02/04/1989 | JOH001 | 12345678 |
| Brian | Jones | 22/04/1983 | 124574 | 4578745877 |
| Frank | Mode | 06/11/1978 | MOD001 | 2121212121 |
| Terrance | Simons | 20/11/1969 | SIM001 | 639693633 |
| Brian | Smithers | 13/07/1983 | SIM001 | 7878787878 |
| David | Davidson | 14/02/1973 | 85555555 | 7878787879 |
| Sabrina | Magee | 22/01/1980 | MAG001 | 774447 |

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View account

Capture invoice

Generate statement

Capture patient payment

Write off

Credit note

Unallocated credit

Debit note

Send SMS

Email statement

Notes

Delete account

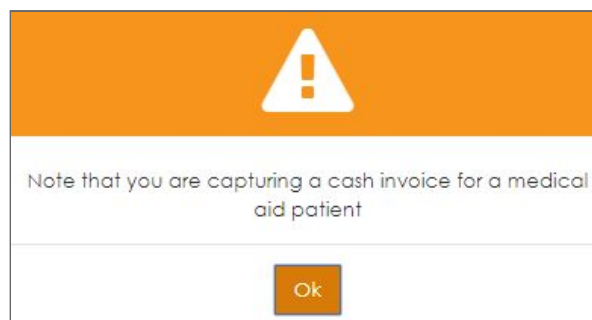
Note: For all 4 options, the process is the same once you have clicked 'Capture Invoice'.

For this example, we will be using the '**Capture invoice**' option via the '**Accounts**' page.

1. Go to the '**Accounts**' page and click '**Capture invoice**'.

2. Select your invoice type.

Note: If you select '**Cash**' for a patient loaded as a '**Medical aid**' patient, **myMPS** will return a pop-up warning as below.



3. Add the required information:

3.1. **'Select patient'** -

By entering a minimum of 3 characters, the system will start to search through your patients to link the invoice to.

3.2. **'Treating provider'**


- Select the provider that you want to link to this invoice. If you change the provider after completing the invoice, note that all the invoice lines will be cleared.

3.3. **'Date of service'** - Today's date will be added automatically.

3.4. **'Place of service'** - The default is 'Consulting room'.

4. Enter the **'Diagnosis code'**. If your patient has multiple diagnoses, enter them all, separated by a semi-colon.

If you know the code, you can enter it directly. If not, you can search by description or by code.

Clicking on the  icon will open a **'Diagnosis'** window.

Tip: myMPS has templates available that will enable you to capture the invoice lines more efficiently. Should you wish to view the available templates, click **'Show templates'**.

5. Once you have completed the diagnoses, you need to complete the invoicing information.

Ensure that the **'Tariff Code'** is correct and that all **'Diag. Code'** information has been added. Once you have completed all line items, click **'Save'**.

6. Once all procedures have been added, click on **'Submit'**.
(If this were a cash claim, the button will display **'Save'**).

Capture an invoice

