



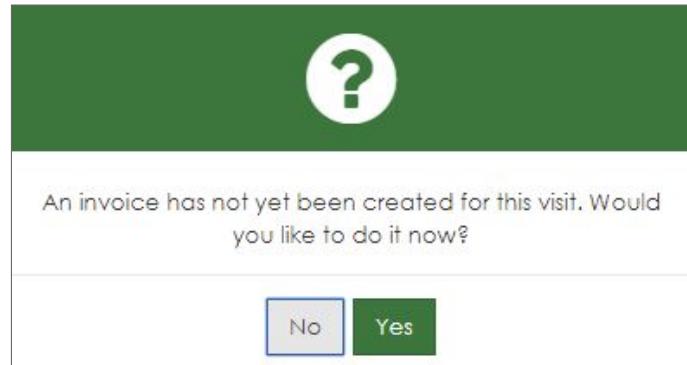
myMPS

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 the '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 Invoices Payments Next of kin Settings

Account holder Edna Mode

Account no. MOD001 **Medical aid** Medical aid

Account type DISCOVERY

Scheme (i) SAVER

Plan CLASSIC

Member no. 21212121

Contact telephone 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: 0860998677
Email: healthinfo@discovery.co.za
Email2: claims@discovery.co.za

Account Members

Name	Surname	Date of Birth	Dep. Code	Relation	Account Holder	Validation Status	Validate members
Edna	Mode	22/06/1977	00	Account holder	<input checked="" type="radio"/>	Invalid	...

Quick menu

- Capture invoice
- Generate statement
- Capture patient payment
- Write off
- Credit note
- Unallocated credit
- Debit note
- Send SMS
- Email statement
- Notes
- Delete account
- Print account details

Close **Save**

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

Calendar **Inbox** **Accounts** Admin Reports

Search accounts (8)

View invoices

Capture invoice

Capture paper RA

Medical insurers

Suspense account

Search Accounts

add new account

Show all filter options

Scheme All

Member no.

Account no.

Name **Surname** **Date of Birth** **Account No.** **Membership No.**

Edna	Mode	22/06/1977	MOD001	21212121
Florence	Jones	02/04/1969	JON001	12345678
Brian	Jones	22/04/1983	124574	4575745877
Frank	Mode	06/11/1978	MOD001	21212121
Terrence	Simons	20/11/1969	SM001	639693633
Brian	Smithers	13/07/1983	SM001	73757878797
David	Davidson	14/02/1973	85558585	73757878799
Sabrina	Magee	22/01/1980	MAG001	774447

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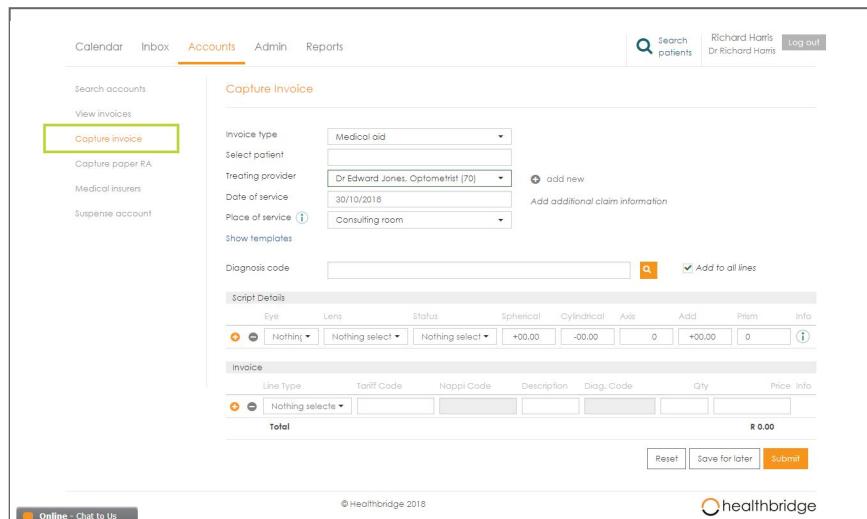
Note: For all 4 options, the process is the same once you have clicked 'Capture Invoice'.

Contact us:

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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**'.



Calendar Inbox Accounts Admin Reports

Search patients Richard Harris Log out

Capture Invoice

Invoice type: Medical aid

Select patient: Dr Edward Jones, Optometrist [70]

Treating provider: Dr Edward Jones, Optometrist [70]

Date of service: 30/10/2018

Place of service: Consulting room

Diagnosis code:

Script Details

Eye	Lens	Status	Spherical	Cylindrical	Axis	Add	Prism	Info
Nothing	Nothing select	Nothing select	+00.00	-00.00	0	+00.00	0	<input type="button" value="i"/>

Invoice

Line Type	Tariff Code	Nappi Code	Description	Diag. Code	Qty	Price	Info
Nothing select						R 0.00	

Total: R 0.00

Reset Save for later Submit

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2. Select your invoice type.



Capture Invoice

Invoice type: Medical aid

Select patient: Medical aid

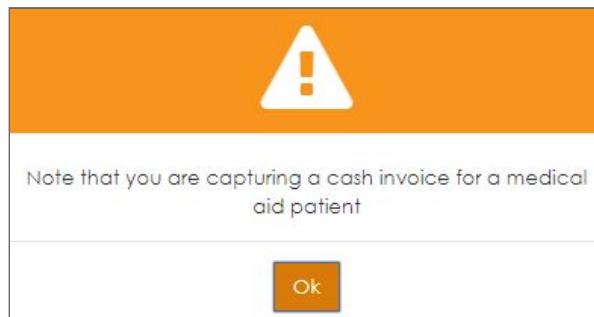
Treating provider: Cash

Date of service: 20/10/2018

Place of service: Consulting room

edit add Add add

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.

Capture Invoice

Invoice type	Medical aid
Select patient	1
Treating provider	2 Nothing selected
Date of service	3 07/11/2018
Place of service	4 Consulting room
<input type="button" value="add new"/> Add additional claim information <input type="button" value="Show templates"/>	

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'** -

Todays 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.

Diagnosis code	<input type="text"/>	<input type="button" value=""/>	<input checked="" type="checkbox"/> Add to all lines
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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.

Diagnosis code	<input type="text" value="F06.0"/>	<input type="button" value=""/>	<input checked="" type="checkbox"/> Add to all lines
Line Type	Procedure	Qty	Price Info
	Nothing selected	1	R 590.00
Total			R 590.00
<input type="button" value="Reset"/> <input type="button" value="Save for later"/> <input type="button" value="Submit"/>			

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'**.

Date of service	05/03/2019
Place of service	Consulting room
Show templates	<input type="button" value=""/>
Diagnosis code	F06.5;F06.6;F06.0;
Line Type	Procedure
Tariff Code	0190
Nappi Code	
<input type="button" value="Reset"/> <input type="button" value="Save for later"/> <input type="button" value="Submit"/>	

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

Diagnosis code	F06.5;F06.6;F06.0;	<input type="button" value=""/>	<input checked="" type="checkbox"/> Add to all lines
Line Type	Procedure	Tariff Code	Nappi Code
	Nothing selected	0190	
Description	New an	Diag. Code	Qty
		F06.5;F06.6;F0	1
			R 590.00
Total			R 590.00
<input type="button" value="Reset"/> <input type="button" value="Save for later"/> <input type="button" value="Submit"/>			

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'**).

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