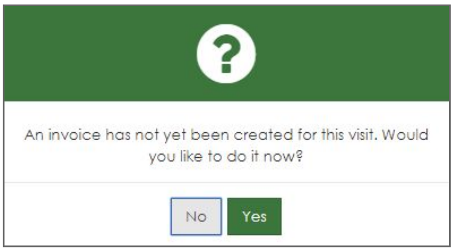
myMPS
How to guide

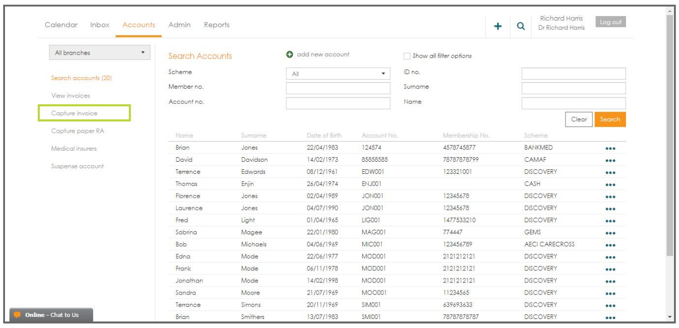
How to capture an invoice.

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

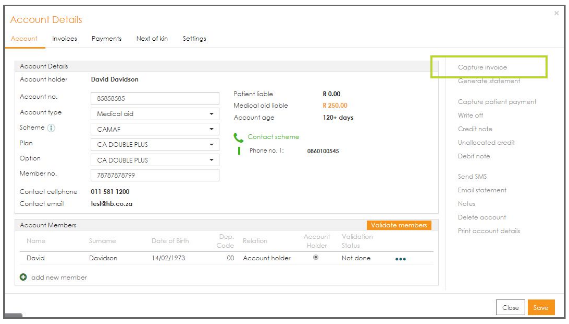
- Once an appointment has been finished and the user has clicked ‘**check out**’ from the ‘**Waiting room**’ a pop-up will appear asking you if you would like to complete the invoice for that appointment, click ‘**Yes**’.



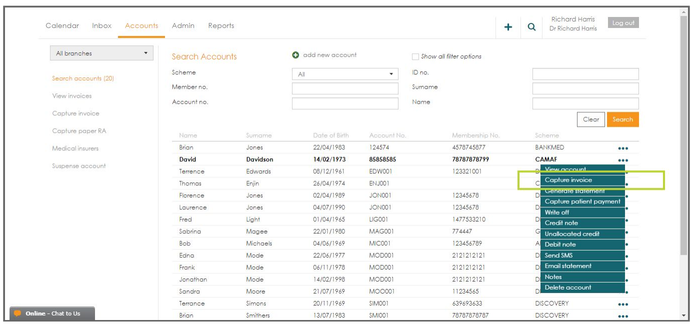
- On ‘**Accounts**’ page, on the left menu, click ‘**Capture invoice**’.



- 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**’.



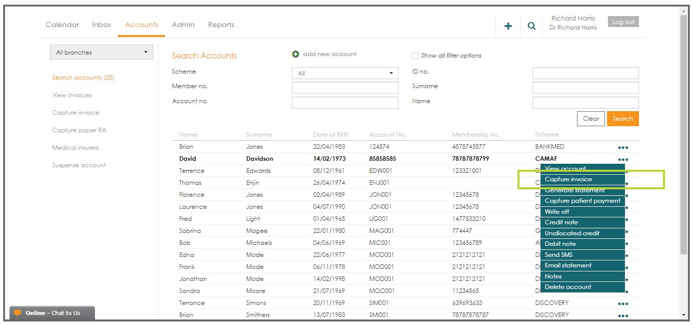
- On the ‘**Accounts**’ page, on the right of the listed patients click on the quick menu (•••).



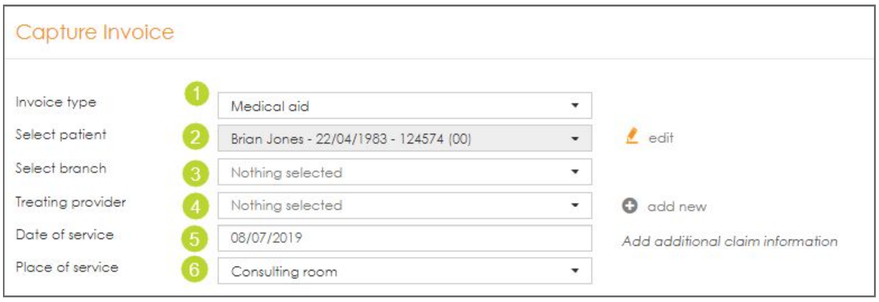
Note: For all 4 options, the process is the same once you have clicked ‘**Capture Invoice**’.

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**'.

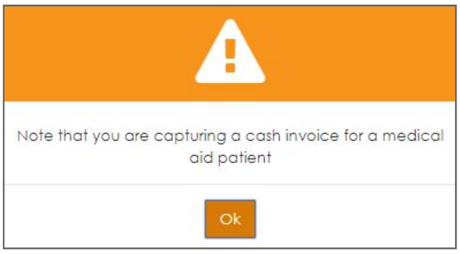


2. Add the required information:
    2.1. Select your invoice type.
    2.2. '**Select patient**' - By entering a minimum of 3 characters, the system will start to search through your patients to link the invoice to.



    2.3. If you are a Multi-Branch practice, select the branch that the patient visited.
    2.4. '**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.
    2.5. '**Date of service**' - Todays date will be added automatically.
    2.6. '**Place of service**' - The default is 'Consulting room'.

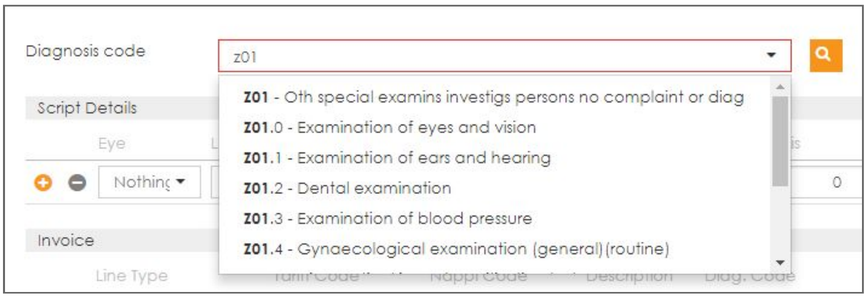
Note: If you select '**Cash**' for a patient loaded as a '**Medical aid**' patient, **myMPS** will return a pop-up warning.



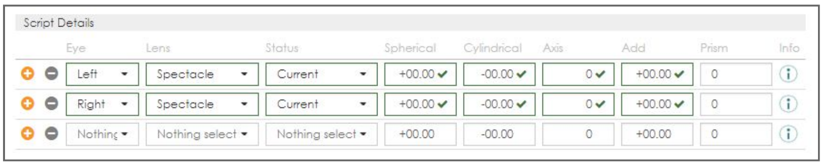
3. Enter the '**Diagnosis code**'. If your patient has multiple diagnoses, enter them all, separated by a semi-colon.

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.



4. Add the script details for both eyes.



The at the end is to add extra details on the individual eyes. This information is only needed for PPN linked medical aids.

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

Ensure that the '**Tariff Code**' is correct and that all '**Diag. Code**' information has been added. The button will require further information on which eye the line applies to. 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 say '**Save**').