

OSCAR: CUSTOMIZE YOUR BILLING PAGES

Set-up Standard & Custom Pages Link Service & ICD9 Codes Link Fee Codes Customize Fee Code Descriptions

Oscar - Customize Your Billing Pages

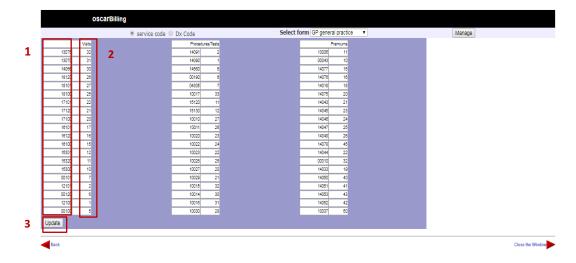
You have various options to customize your Oscar billing page(s). They are all accessed from the Billing section in Admin.



- 1. Manage Billing Form these are the billing pages that come up when you select bill or create invoice
 - a. Select Service Code
 - b. Select the form (page) you want to edit GP General Practice is the default form, but you can create additional forms for other billing if you run out of room ie a procedures page, out-of-office page, private billing, etc (examples at the end)
 - ** IMPORTANT ** Ask your OSP to add or delete billing forms if you are not 100% sure of what you are doing!!
 - c. Select Manage



- 1. **IMPORTANT** The 1st column on the GP page is the age-adjusted visit codes if you delete these, this function will not work. The 12120 can likely be removed as it is usually never used. That gives you 3 extra spots on this column. For GP's I usually suggest adding the 14066, 13070 & 13075 in this column. The other columns can be customized in any way you want.
 - This column has the same function in any page you set up if all the codes you are using on a page are not age-related you can put them anywhere. If you do want another page that selects for age for example a telehealth page then the age-related codes need to go in the first column.
- 2. The numbers to the right of the fee code are the position of the service code on the billing page. **Tip:** leave some spaces in the numbering (as in the examples), then if you need to move a code to a different position or add a new code, you don't have to redo the whole list just type your new code in any space & change the numbers on the right to order it on the billing page.
- 3. The update button at the bottom left of the columns saves your changes! If you are making a lot of changes update the page a few times so you don't lose your work.



2. Manage Private Bill – this is where you add the codes you use for private billing.

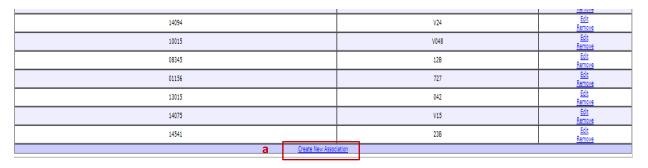
- a. Edit the name or value of your code select it from the dropdown & chose edit. You can also delete a code you no longer use in this step.
- b. To make a new code, enter your code & search it first. **Note** the prefix "A" is already defaulted so you don't need to enter it. You may use any code you want here and you can make up your own they do not have to be the actual GPSC codes. However, I would suggest that the codes you use for legal or insurance fees are at least close to the official codes.
- c. If your doctor charges GST tick the box & it will be added when you invoice



3. Manage Service/Diagnostic Code Associations – links an ICD9 code to a service code

This feature & the procedure/tray fee associations below, are designed for use with the billing page check boxes. They will not work if you manually enter the fee codes on the billing page. As an example if you link 14091 with both the 15130 & 30B when you check the 14091 box on a billing page, it will also pull the 15130 & the ICD9 for you – a nice time and memory saver ©

- a. Select Create New Association at the bottom of the page
- b. Enter the codes you want to link & Save





Service Code – DX code Associations

Some examples of service/dx codes you might want to consider. **HINT:** Only link codes that are used together the majority of the time – you can overwrite the ICD9 code when billing, but the purpose here is to save time & typing, so only link codes that you won't need to change too often.

Associate Service/Diagnostic Codes	
Service Code	Diagnostic Codes
14091	30B
14560	V762
04305	099
00043	427
10020	05A
10022	05A
10023	05A
10026	05A
10027	05A
10010	05A
10011	05A
14090	30B
14104	650
14004	650
12100	05A
12101	05A
00119	08A
15110	V76
14050	250
14051	428
14052	401
14053	492
00010	V048
14540	238
10029	05A
14043	311
03603	680
14010	V26
14094	V24
10015	V048
08345	128
01156	727
13015	042
14075	V15
14541	238
Create New As	sociation

4. Manage Procedure/Tray Fee Associations

This feature links two service or fee codes together – one of them does not necessarily have to be a tray fee – as in the example – link the 14091 & 15130

Select the codes you want to enter & save the association

** As noted above - this feature works with the billing page check boxes – it will not work if you enter codes manually. This is a 1-way association, so the code you enter the 1st box (procedure) is the one that links. For example if you checked 15130 first, it would not link to the 14091. This gives you the option to link several of the same codes as you can see in the example below for the tray fees. The 2nd code does not have to be a tray fee – any other service code will work.

-Fdit Procedur	re/Tray Fee Assoc	iations					
Procedure Fee		Search					
Tray Fee Code: Search							
Save Association Clear							
20 documents fo	ound,displaying al	1 documents.					
Procedure Fee Code Tray Fee Code Options							
70041	00090	Edit Delete					
14560	00044	Edit Delete					
14540	00090	<u>Edit</u>					
14091	15130	Delete Edit					
14090	15130	Delete Edit					
13650	00090	Delete Edit					
13630	00080	Delete Edit					
13622	00090	Delete Edit					
13621	00090	Delete Edit					
13620	00090	Delete Edit					
13612	00090	Delete Edit					
13611	00090	Delete Edit					
13610	00080	Delete Edit					
13605	00080	Delete Edit					
13601	00090	Delete Edit					
13600	00090	Delete Edit					
08345	00090	<u>Delete</u> <u>Edit</u> Delete					
04305	00080	Edit Delete					
00785	00090	Edit Delete					
00190	00044	<u>Edit</u>					

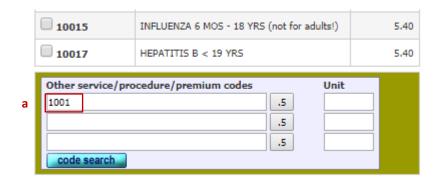
Delete

Customize Fee Code Descriptions

You can also customize the fee code descriptions. See the sample billing pages at the end for more examples. You need to be in the billing screen to edit the descriptions.

- a. Enter a partial code in the service section (if you enter the full code Oscar thinks you are actually billing, so it doesn't provide you with the description or list of codes to choose from).
- b. Pick the code you want to edit from the list
- c. You can delete all or part of the description given and replace with your own. You can also add hints (for example 10015 is not used for adults)
- d. Select the update button on the right

NOTE Even though there might be more than one code on the list that you want to edit, you have to change them one at a time – edit a code, select update, it tells you that you've succeeded. Then go back in & do the next code.

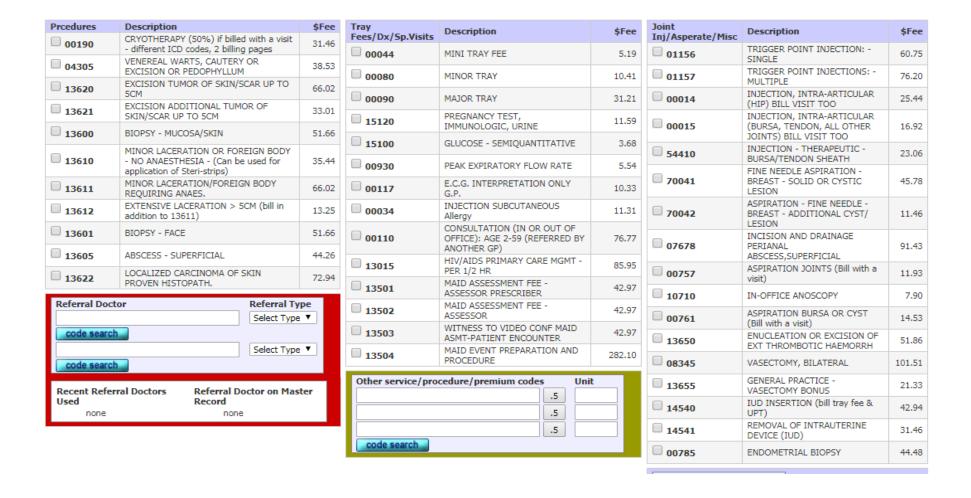


Service Code Search (Maximum 3 selections)						
ode	Description					
10010	DaPT-IPV (INFANRIX IPV) 5 YRS	update 10010				
10011	DaPT-IPV-Hib (INFANRIX IPV-HIB) 18 MONTHS	update 10011				
10012	< 19 YRS - TD	update 10012				
10013	< 19 YRS-TDP	update 10013				
10014	TDAP (BOOSTRIX) < 19 YRS	update 10014				
10015	INFLUENZA 6 MOS - 18 YRS (not for adults!)	update 10015				
10016	HEPATITIS A < 19 YRS	update 10016				
10017	HEPATITIS B < 19 YRS	update 10017				
10018	IMMUNIZATION-PATIENT < 19 YRS-HIB	update 10018				
10019	IMMUNIZATION - PATIENT < 19 YRS-IPV	update 10019				
	10010 10011 10012 10013 10014 10015 10016 10017	Ode Description 10010 DaPT-IPV (INFANRIX IPV) 5 YRS 10011 DaPT-IPV-Hib (INFANRIX IPV-HIB) 18 MONTHS 10012 < 19 YRS - TD 10013 < 19 YRS-TDP 10014 TDAP (BOOSTRIX) < 19 YRS				

b/c

The following are some examples of billing pages you could set up for GP Billing:

Procedures



Out of Office

none

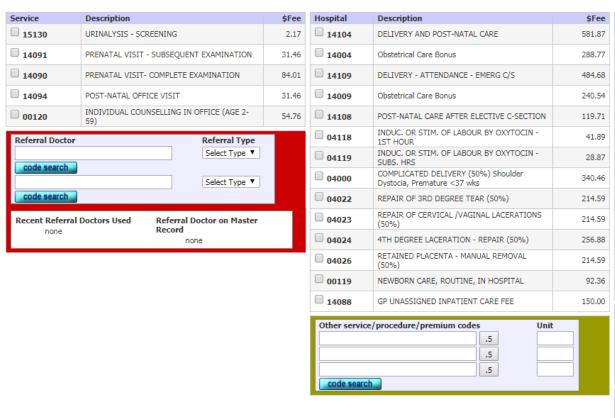
Out of Office Visits	Description	\$Fee		
13200	VISIT - OUT OF OFFICE (AGE 2-59)	37.76		
□ ₁₃₂₂₀	INDIVIDUAL COUNSELLING - OUT OF OFFICE (AGE 2-59)	65.69		
□ ₁₃₂₀₁	COMPLETE EXAMINATION - OUT OF OFFICE (AGE 2-59)	83.82		
code search	Select Type	▼		
Recent Referral Doctors Referral Doctor on Master Used Record				

none

Hosp Visits/Call Out Fees	Description	\$Fee
□ ₁₃₃₃₈	COMMUNITY BASED GP,1ST FAC VISIT OF DAY BONUS (Bill with 13008 or 13028)	38.10
□ ₁₃₀₂₈	COMMUNITY BASED GP: SUPPORTIVE CARE HOSP VISIT	35.61
13008	COMMUNITY BASED GP: HOSPITAL VISIT	53.60
00128	SUPPORTIVE CARE	27.52
00108	VISIT, HOSPITAL	31.93
□ ₀₀₁₂₇	HOSPITAL VISIT FOR TERMINAL CARE	53.60
□ ₀₀₁₁₂	VISIT, EMERGENCY (Weekdays 0800- 1759)	115.15
□ ₀₁₂₀₀	CALL-OUT CHARGE - EVENING (1800- 2259)	61.42
□ ₀₁₂₀₁	CALL-OUT CHARGE - NIGHT (2300-0759)	86.26
01202	CALL-OUT CHARGE/SATURDAY, SUNDAY, OR STAT HOLIDAY (0800-2300)	61.42
01205	SURCHARGE - NONOPERATIVE - EVENING (1800-2259)	56.48
01206	SURCHARGE - NONOPERATIVE - NIGHT (2300-0759)	77.21
01207	SURCHARGE - NONOPERATIVE/WEEKEND AND STAT/HOLIDAY (0800-1759)	56.48

Nursing Hm/House Cal	Description	\$Fee
00115	VISIT NURSING HOME - ONE PATIENT DAY CALL (0800-1759)	115.15
00114	VISIT NURSING HOME ONE OR MULTIPLE PATIENTS	36.13
13334	LTC FACILITY VISIT-FIRST VISIT OF DAY BONUS (Bill with 00114)	34.06
00103	VISIT, HOME (0800-2300)	115.15
00104	EXTRA PATIENTS SEEN DURING SAME HOUSE CALL	32.28
☐ ₁₄₀₁₈	GP URGENT TELEPHONE CONFERENCE WITH A SPECIALIST (per 15 mins, need start & end times)	40.00
☐ 14077	GP ATTACHMENT PATIENT CONFERENCE FEE (per 15 mins, max 2/day/pt)	40.00
14076	GP ATTACHMENT TELEPHONE CALL TO PT	20.00
□ ₁₃₀₀₅	PHONE/FAX ADVICE ABOUT A PATIENT IN COMMUNITY CARE (with other health or allied health professional - including pharm - can't bill same day as a visit)	15.72

Obstetrics



Premiums/Call Outs	Description	\$Fee
00112	VISIT, EMERGENCY (Weekdays 0800-1759)	115.15
01200	CALL-OUT CHARGE - EVENING (1800-2259)	61.42
□ ₀₁₂₀₁	CALL-OUT CHARGE - NIGHT (2300-0759)	86.26
01202	CALL-OUT CHARGE/SATURDAY, SUNDAY, OR STAT HOLIDAY (0800-2300)	61.42
01205	SURCHARGE - NONOPERATIVE - EVENING (1800- 2259)	56.48
01206	SURCHARGE - NONOPERATIVE - NIGHT (2300- 0759)	77.21
01207	SURCHARGE - NONOPERATIVE/WEEKEND AND STAT/HOLIDAY (0800-1759)	56.48
14199	MNGMNT OF PRLNGD 2ND STG LABOUR - PER 30 MINS	84.52
01210	SURCHARGE - OPERATIVE - EVENING (\$70.12)	378.93
□ ₀₁₂₁₁	SURCHARGE - OPERATIVE - NIGHT (\$112.41)	532.14
□ ₀₁₂₁₂	SURCHARGE - OPERATIVE - WEEKEND AND STAT HOLIDAY (\$60.82)	378.93
13194	GP FIRST SURGICAL ASSIST OF THE DAY	87.72
00196	SURGICAL ASSIST \$314.01 TO 523.00 INCLUSIVE	189.24
Diagnostic Code dx code searce		

No Correspondence

Billing Notes (Notes are for internal use and will not be sent to MSP)

Ignore Warnings

GP General Practice

Visits	Description	\$Fee	Procedures/Tests	Description	\$Fee	Premiums	Description	\$Fee
00100	VISIT IN OFFICE (AGE 2 - 59)	31.46	14090	PRENATAL VISIT- COMPLETE EXAMINATION	84.01	00043	ANTICOAGULATION THERAPY (can't bill same day as a visit)	6.95
00120	INDIVIDUAL COUNSELLING IN OFFICE (AGE 2-59)	54.76	14091	PRENATAL VISIT - SUBSEQUENT EXAMINATION	31.46	13005	PHONE/FAX ADVICE ABOUT A PATIENT IN COMMUNITY CARE (with other health or allied	15.72
00101	COMPLETE EXAMINATION IN OFFICE (AGE 2-59)	69.85	14560	ROUTINE PELVIC EXAM INCLUDING PAP (50% if billed with a visit, different ICD	31.46	_ 13003	health professional - including pharm - can't bill same day as a visit)	15.72
14066	PERSONAL HEALTH RISK ASSESSMENT (can only use ICD codes 783, 785, 786)	50.00	00190	codes, 2 billing pages) CRYOTHERAPY (50%) if billed with a visit -	31,46	14077	GP ATTACHMENT PATIENT CONFERENCE FEE (per 15 mins, max 2/day/pt)	40.00
□ ₁₃₀₇₀	OFFICE VISIT WITH WCB SERVICE (must use different ICD codes !!)	16.36		different ICD codes, 2 billing pages VENEREAL WARTS, CAUTERY OR EXCISION		14076	GP ATTACHMENT TELEPHONE CALL TO PT	20.00
13075	OFFICE VISIT WITH ICBC SERVICE (must use different ICD codes !!)	16.36	04305	OR PEDOPHYLLUM	38.53	14018	GP URGENT TELEPHONE CONFERENCE WITH A SPECIALIST (per 15 mins, need start & end times)	40.00
Referral Docto			15120	PREGNANCY TEST, IMMUNOLOGIC, URINE	11.59	14033	ANNUAL COMPLEX CARE MANAGEMENT FEE	315.00
Kelellal Doct	Select Type		15130	URINALYSIS - SCREENING	2.17	14075	GP ATTACHMENT COMPLEX CARE MANAGEMENT FEE (Needs help with at least 1 ADL & 1 IADL))	315.00
code search			10027	INFANRIX HEXA (DaPT-IPV-HB-Hib) - 2,4,6 MONTHS	5.40	14043	GP MENTAL HEALTH PLANNING FEE	100.00
Select Type ▼			10029	ROTAVIRUS 2, 4 MONTHS	5.40	14044	GP MENTAL HEALTH MANAGEMENT FEE AGE 2-49	54.35
Decemb Deferr	of Destroy Head		10023	PREVNAR 2, 4, 12 MONTHS	5.40	14045	(after all 00120 used) GP MENTAL HEALTH MANAGEMENT FEE AGE 50-	59.78
none				MENINGOCOCCAL 2, 12 MONTHS	5.40	14046	59 (after all 00120 used) GP MENTAL HEALTH MANAGEMENT FEE AGE 60-	62.49
	none		□ ₁₀₀₂₂	MMR 12 MONTHS, 5 YRS	5.40	14047	69 (after all 00120 used) GP MENTAL HEALTH MANAGEMENT FEE AGE 70-	70.64
			10026	VARICELLA 12 MONTHS, 5 YRS	5.40	14048	79 (after all 00120 used) GP MENTAL HEALTH MANAGEMENT FEE AGE 80+	81.51
			□ 10011	DaPT-IPV-Hib (INFANRIX IPV-HIB) 18 MONTHS	5.40	00010	(after all 00120 used) ADULT IM INJECTION > 19 YRS (can't bill with a	11,31
			10010	DaPT-IPV (INFANRIX IPV) 5 YRS	5.40		visit)	
			□ ₁₀₀₃₀	MMR/V (PROQUAD) 5 YRS	5.40	14050	Diabetes Chronic Care Bonus	125.00
			10014	TDAP (BOOSTRIX) < 19 YRS	5.40	14051	Congestive Heart Failure Care Bonus	125.00
			10016	HEPATITIS A < 19 YRS	5.40	14052	Hypertension Chronic Care Bonus (can't bill with 14050/14051)	50.00
				INFLUENZA 6 MOS - 18 YRS (not for adults!)	5,40	14053	COPD Chronic Care Bonus (use DX codes 491, 492, 494, 496)	125.00
			10015	INFLUENZA 6 MOS - 18 TKS (NOT FOR BOUITS!)	5,40	14078	GP EMAIL/TEXT/TELEPHONE MEDICAL ADVICE	7.00

HEPATITIS B < 19 YRS

5.40

□ ₁₃₀₃₇

TELEHEALTH GP IN-OFFICE VISIT

34.44

□ ₁₀₀₁₇