On time, every time **MEDICAL AID PROCESSING CGN MEDEDI**

Billing and Practice Management

MEDICAL BILLING

TRAINING MANUAL

brought to you by CGN



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Introduction to Medical Billing

We know that medical billing and claims take up too much of your time! With fully integrated MEDEDI you can process ICD-10 codes and send medical aid claims in real-time knowing exactly what's covered, giving your patients transparency regarding their medical fees. Experience a fully automated ERA and receive scheme payment receipts in minutes. Monitor your practice health with financial dashboards and reports.

Let MEDEDI take the hassle out of medical aid claims, and free up your Practice Manager to focus on your patients and your business.

Billing from the MEDEDI Task Organiser search functionality

The new MEDEDI Search Function on the lower right-hand side of the Task Organiser has been included to allow a user to easily search for any patient with multiple criteria, search criteria can include, Name, Surname, DOB, ID Number, Membership Number, Account Name, Account number, File Reference number.

The following figure (figure 1) will be the new screen that will be displayed.

11 RECOMED PRODUCTION	10N MedEDI CPS v4.7.3									
					Task Organiser					
Task Organiser	Hi RECC Wekome to the MEDEDI Notifications	DMED, I Task Organiser					SMS Credits	Add ons	Benefit Check Electronic Remttance Advice Member Check Online Payments	
Manage Payments	O Claim Responses	Patients s to Pay	4 Online Appointments	Online Registrations	22 In App Notifications	0 Online Payments			Digital Patient Onboarding Video Consultations Online Appointment Booking	
	All Notification Type	es					<u>ش</u>	Vpcoming Appointments Appointments		
Patient Management						Show All	Delete			
	Date			Description				Search MEDEDI		
	🔚 18 May 2022 🛛 A	An Online Patient Appointment confirm	nation notification has been recei	ved for Johan Havenga on 202	22-05-18 at 13:00					
00	18 May 2022 A	An Online Patient Appointment confirm	nation notification has been receive	ed for Nida Classens on 2022-0	5-19 at 14:00			Q		
Account Management	18 May 2022 A	An Online Patient Appointment null not	tification has been received for Re	served on 2022-05-19 at 11:3	0					
•	18 May 2022 A	An Online Patient Appointment confirm	nation notification has been receive	ed for Johannes Havenga on 2	022-05-19 at 10:00					
ሮህ	= 18 May 2022 C	collect Payment from MR J HAVENGA	(Acc: 1)							
Reports	= 18 May 2022 P	Please note: We have released Medpr	ax update 220513							
Tebour	02 May 2022 P	Hease note: we have released medpr	ax update 220506							
	29 Apr 2022 M	Olease note: We have released Meder	ax update 220422							
	14 Δpr 2022 P	Please note: We have released Medor	ax update 220422							
Unsent <u>I</u> tems	= 14 Apr 2022 P	Pricing update - weekly 220404 releas	sed							
	06 Apr 2022 P	Please note: We have released Medor	ax update 220401							
	= 05 Apr 2022 P	Pricing update - Compensation of Occ	upational pricing for 2022							
	31 Mar 2022 P	Please note: We have released Medpr	ax update 220325							
	25 Mar 2022 P	Pricing update - weekly 220318 and 22	20319							
	23 Mar 2022 P	Please note: We have released Medpr	ax update 220318							
	22 Mar 2022 P	Please note: We have released Medpr	ax update 220311							
	22 Mar 2022 C	GM MEDEDI version 4.7.2 has arrived								
	= 08 Mar 2022 R	Resolved: Hosted Server up and running	ng							
	08 Mar 2022 Ei	mergency Reboot of Central Server								
	28 Fob 2022	GM MEDEDL vortices 4 7 1 hos actived								
	20 Feb 2022 U	New Office 365 security requirements	affecting emails in MedED							
	23 Feb 2022	Please note: We have released Meder	ax update 220218							
	21 Feb 2022 P	Pricing update - weekly 220221	an opticity LEVE TO							
	= 17 Feb 2022 P	Pricing update - weekly 220217								
	17 Feb 2022 P	ricing update - weekly 220214								

This will display below a search card with possible patients matching the criteria that was specified.

havenga	
DS, , E-FREEDOM SAVE, 0079	
HAVENGA, JJ MR	Account
Acc No. 12512	
CS, , SAAIPLAAS, 9430	
HAVENGA, JJ MR	Account
Acc No. 12513	
KOF, , D'ALMEIDA, 6506	
HAVENGA, J MR	Account
Acc No. 1750	
48 ST IVES CRESSENT, , HIBBERDENE, 4220	

Billing from the Task Organiser Search function is available, once you have searched and selected the patient you will see the following options.

Patient	Private Bill 🕞 New Bill 🕞
HAVENGA, JOHAN MR	
	🥒 notes
MOMENTUM LESOTHO	11111111
0621886834	johanneshavenga@gmail.com
Account	
Outstanding R 20919.80	Credits R -400.59
File ref:	Acc no. 1
Appointments	
22/11/2022 16:00	RECOMED, P

Private Bill will open the Private Billing screen where the patient will be billed as private.

New Bill will open the billing screen where you will be able to bill the patient and submit the bill to their Medical Aid.

Billing a patient from Medical Aid using the MEDEDI CPS Administrator

1. Bill patient (Medical Aid). From the main screen, click on the 'Bill / Debit Patient(s)' button.



2. Here you can search for a patient either by Surname or by Account number. Once correct Patient has been selected, click on the 'Bill Patient' button.

00 EMC DEMO MedE	EDI CPS v4.7.2								-		\times
				Choose	e Patient to I	Bill					MEDEDI
CGM Generation	Patient			11 1 1							
	Surname		Initials	Full Names					Title		
Bill Patient	SMITH		J	JOHN					MR		
	ID Number	Date of Birth	Address					Contact Detail	s		
Bill Patient	0001025094086	02/01/2000	1 STREET					Home Tel			
Dill Detire to a	Language	Gender						Work Tel			
Bill Patient as	ENGLISH	M	PRETORIA					Cell 08	312312	34	
Linnare			0001					Fax			
Script <u>O</u> nly	Account Details										
Depart Debit Note	Account No.	Name								Filing R	ef
Record Debit Note	4	SMITH, J MR								REF000	1
Register	Status	Address					Contact Details				
New Patient	NORMAL	1 STREET					email email@email.com				
Change	Туре						Tel				
Patient Details		PRETORIA					Cell 0831231234				
- rutone botano		0001					Fax				
View Scheme Details	Last Pat. Pmt: None			Last Remit: No	ne		Last Stmt : None		F	inal Notice	a: None
	Out: 0.0	0 Cur		30		60	90+	Una	c		\sim
Charge	MedAid: 0.0	0									
Interest	Liab: 0.0	0									
Qualities	Medical Aid Detai	ils									
Quotation	Medical Aid		Pla	n			Option		Dep. No)	
Defen Defent	PRIVATE PATIENT		PR	VATE PATIENT	-		PRIVATE PATIENT		00		
Refer <u>P</u> atient	Main Member						ID No		Memb	er No.	
Describes Described Dive	MR J SMITH						0001025094086				
Practice Perfect Plus	D.O.S.	BillNo	Description		Patient	Char	rged Disc/WO	Paid Cla	im	Due	i 🖓
											-

3. The Bill Details screen will now show, and you can start building the bill. First complete the top portion of the screen and make sure the details are correct. These details include the Treating Doctor, The Charge rate (this information is automatically linked to the medical aid details entered on the Patient Profile), The Venue (Rooms / Hospital), referring Doctor (if applicable) and an Authorization number (if applicable).

Account	SMITH, J MR	4	Med. Aid DISCOVERY CORE ESSENTIAL		123456789	00
Patient	MR JOHN SMITH		Gender M	DOB	02/01/2000	22 y
Doctor	DEMO1, DR MP4332211	Ref. Dr		Op.		
Chg. Rate	DISC* Bill Date 20/06/2022 -	Venue	Rooms	Auth		
Diagnos	es					

4. Now add in the diagnoses codes. MEDEDI allows for up to 8 codes to be added. The diagnoses can either be typed in by code (recommended) or by typing word.



5. Next option is to add in Materials used (if applicable). Click on the 'Materials Used' button.



6. Here you can type in the NAPPI Code (recommended) or type in the description of the materials used.

00 EMC DEMO Med	IEDI CPS v	4.7.2						
				Mater	rials			
CGM CompuGroup	Account	SMITH, J MR		4	Med. Aid DISCO	OVERY CORE	ESSENTIAL	
	Patient	MR JOHN SMITH				Gender M		
Bill Patient	Doctor	DEMO1, DR	N	IP4332211	Ref. Dr.			
	Chg. Rat	e DISC*	 Bill Date 2 	1/06/2022	Venue	Rooms		
Discard Changes	Z00.0 -	GENERAL MEDICAL EXAMINA	ATION					
	Material	S	Code	Qty	Price	•	Diag	Levy
View Detiont History	Q8S2		0201		1	0.16		
Patient <u>nistory</u>	Code		Name 🔺		Pa	ick Unit Price	e On Hand	Ex
View / Add	Q852	NEEDLE HYPODERMIC 40MM	21GB01 NDL		1.0	0.1	6	

7. Adjust the quantity of materials used and then add additional lines

8	Code	Qty		Price		Diag	1	Lev
HYPODERMIC 40MM 21GB01 NDL	0201		5		0.78			
Name 4				Pack	Unit Price	e On Hand	Ex	
BERBERIS-HOM 30ML DRP				0.1	189.8	9		
BETAPAM 5MG TAB				0.000	156.5	5		
DISC BELLADONNA-HOM 30ML DRP				.0	155.8	7		
DISC CATH TROCAR ALL SIZES TROCA	0010 CSM			.0	166.8	2		
DISC SYRINGE 2ML 2 PART PRO SNG				.0	4.9	2		
DISC SYRINGE 5ML 2 PART PROMEX SM	1G			.0	1.1	3		
SYRINGE WITHOUT NEEDLE 3 PART PR	X 10ML SNG			0.00	9.5	8		
SYRINGE WITHOUT NEEDLE 3 PART PR	X 20ML SNG			0.00	14.1	4		
SYRINGE WITHOUT NEEDLE 3 PART PR	X 5ML SNG			0.00	6.1	9		-
	HYPODERMIC 40MM 21GB01 NDL Name SERBERIS-HOM 30ML DRP BETAPAM 5MG TAB DISC BELLADONINA-HOM 30ML DRP DISC CATH TROCAR ALL SIZES TROCA DISC SYRINGE 2ML 2 PART PRO SNG DISC SYRINGE 5ML 2 PART PROMEX SN SYRINGE WITHOUT NEEDLE 3 PART PR SYRINGE WITHOUT NEEDLE 3 PART PR SYRINGE WITHOUT NEEDLE 3 PART PR		Code Lty HYPODERMIC 40MM 21GB01 NDL 0201 Name 0201 SERBERIS-HOM 30ML DRP 385 DISC BELLADONINA-HOM 30ML DRP 305 DISC CATH TROCAR ALL SIZES TROCA0010 CSM 015 DISC SYRINGE 2ML 2 PART PRO SNG 015 DISC SYRINGE 5ML 2 PART PRO NG 015 SYRINGE WITHOUT NEEDLE 3 PART PRX 10ML SNG 5 SYRINGE WITHOUT NEEDLE 3 PART PRX 20ML SNG 5 SYRINGE WITHOUT NEEDLE 3 PART PRX 20ML SNG 5	Code Lty HYPODERMIC 40MM 21GB01 NDL 0201 5 Name SERBERIS-HOM 30ML DRP DISC BELLADONINA-HOM 30ML DRP DISC CATH TROCAR ALL SIZES TROCA0010 CSM DISC SYRINGE 2ML 2 PART PRO SNG DISC SYRINGE 5ML 2 PART PRO SNG SYRINGE WITHOUT NEEDLE 3 PART PRX 10ML SNG SYRINGE WITHOUT NEEDLE 3 PART PRX 20ML SNG SYRINGE WITHOUT NEEDLE 3 PART PRX 20ML SNG	Lodge Ctype Price HYPODERMIC 40MM 21GB01 NDL 0201 5 Name 1.0 5 SERBERIS-HOM 30ML DRP 1.0 1.0 DISC BELLADONNAHOM 30ML DRP 1.0 1.0 DISC CATH TROCAR ALL SIZES TROCA0010 CSM 1.0 1.0 DISC SYRINGE 2ML 2 PART PRO SNG 1.0 1.0 DISC SYRINGE SWIL 2 PART PROMEX SNG 1.0 1.0 SYRINGE WITHOUT NEEDLE 3 PART PRX 10ML SNG 100.0 5 SYRINGE WITHOUT NEEDLE 3 PART PRX 20ML SNG 100.0 00.0	Lode Lode Lode Lode Price HYPODERMIC 40MM 21GB01 NDL 0201 5 0.78 Name Pack Unit Price SERBERIS-HOM 30ML DRP 1.0 189.8 SETAPAM SMG TAB 1000.0 156.5 DISC BELLADONINA-HOM 30ML DRP 1.0 155.8 DISC CATH TROCAR ALL SIZES TROCA0010 CSM 1.0 166.8 DISC SYRINGE 2ML 2 PART PRO SNG 1.0 4.9 DISC SYRINGE SML 2 PART PROMEX SNG 1.0 1.1 SYRINGE WITHOUT NEEDLE 3 PART PRX 10ML SNG 100.0 9.5 SYRINGE WITHOUT NEEDLE 3 PART PRX 20ML SNG 100.0 14.1 SYRINGE WITHOUT NEEDLE 3 PART PRX 20ML SNG 100.0 6.1	Code City Price Diag HYPODERMIC 40MM 21GB01 NDL 0201 5 0.78 Name 1.0 189.89 1000.0 156.55 SERBERIS-HOM 30ML DRP 1.0 189.89 1000.0 156.55 DISC BELLADONINA-HOM 30ML DRP 1.0 155.87 1.0 166.82 DISC CATH TROCAR ALL SIZES TROCA0010 CSM 1.0 1.63.2 1.0 1.63.2 DISC SYRINGE 2ML 2 PART PRO SNG 1.0 1.63.2 1.0 1.3 1.3 SYRINGE VITHOUT NEEDLE 3 PART PRX 10ML SNG 1.0.0 1.13 1.0 1.13 1.0 SYRINGE WITHOUT NEEDLE 3 PART PRX 20ML SNG 100.0 14.14 5 100.0 14.14 100.0 6.19	Code City Price Diag HYPODERMIC 40MM 21GB01 NDL 0201 5 0.78 Name 1.0 189.89 1.0 189.89 SERBERIS-HOM 30ML DRP 1.0 156.55 1.0 156.55 DISC BELLADONNA-HOM 30ML DRP 1.0 156.55 1.0 1.66.82 DISC CATH TROCAR ALL SIZES TROCA0010 CSM 1.0 1.66.82 1.0 1.92 DISC SYRINGE 2ML 2 PART PRO SNG 1.0 1.13 1.0 1.13 1.0 SYRINGE VITHOUT NEEDLE 3 PART PRX 10ML SNG 100.0 9.58 0.00.0 14.14 5 SYRINGE WITHOUT NEEDLE 3 PART PRX 20ML SNG 100.0 6.19 1.0 1.14 1.0

8. Click on 'Accept Changes' to add all materials used and return to main billing screen. The materials will now reflect on the billing screen.

00 EMC DEMO MedE	DI CPS v4.	7.2							-		×
				Bill De	tails						MEDEDI
CGM Medical	Account	SMITH, J MR			4 Med	d. Aid DISCOVE	RY CORE ESSENT	1AL		123456789	00
	Patient	MR JOHN SMITH			Ger	nder M			DOB	02/01/2000	22 y
Bill Patient	Doctor	DEMO1, DR		MP4332211	Ref. Dr.				Op.		
Materials	Chg. Rate	DISC*	💌 Bill Da	te 21/06/2022	Venue	Rooms			Auth		
Used	Diagnos	es									
Procedures	Z00.0 - G	GENERAL MEDICAL EXAMINATION									
Performed	Bill Summ	nary	Code	Qty	Price	Diag	Levy	Disc.	Med. Aid	Pat.Du	Je
Script / Dispense	Consultat	ion	0190		416.60		416.60		0.00		416.60
Acute Medicines	Administr	ation Fee			0.00						
Scrint / Dispense	NEEDLE H	HYPODERMIC 40MM 21GB01 NDL	0201	5	0.78	3	0.78	-0.00	0.00		0.78
Chronic Medicines	SYRINGE	WITHOUT NEEDLE 3 PART PRX	0201	5	70.71	1	70.71	-0.00	0.00		70.71
Anaesthetic											

9. Next option is to ad in procedure performed (if applicable). Click on the 'Procedures Performed' button.



10. Add in the Procedure code for each procedure performed. Multiple codes can be entered on this screen.

00 EMC DEMO Med	EDI CPS v4	.7.2								-		Х
			P	roced	ures							
CGM ConsuCroup	Account	SMITH, J MR			4	Med. Aid DISCOV	/ERY CORE ESS	ential		1	23456789	00
	Patient	MR JOHN SMITH				Gender M			DO	8 (2/01/2000	22 y
Bill Patient	Doctor	DEMO1, DR	MP433	2211	Ref. Dr.				Op.			
Accept Changes	Chg. Rate	DISC*	Bill Date 21/06/2	2022 🔻	Venue	Rooms			Aut	h		
X Discard Changes	Z00.0 - G	ENERAL MEDICAL EXAMINATION										
	Procedur	es		Qty	Pri	ce	Diag	Levy	Med. Aid		Pat.Due	
VIEW Patient History	1110	LUDWIG'S ANGINA: DRAINAGE			1	616.90		616.90		0.00		616.90
A dicit mistory	1111	POST TONSILLECTOMY OR ADEN	DIDECTOMY HA		1	675.60		675.60		0.00		675.60

11. Click on 'Accept Changes' to add all Procedures conducted and return to main billing screen. The Bill is now ready to be checked to see if all information has been added before submission of the bill.

00 EMC DEMO Mede	DI CPS v4.7.2							-	o x		
(and the second			Bill C	Details					MEDEDI		
	Account SMITH, J MR Patient MR JOHN SMITH			4 Me Ge	ed. Aid DISC ender M	OVERY CORE ESSENT	IAL	123 DOB 02/	456789 00 01/2000 22 y	1	Consulation code (will appear by default)
Bill Patient	Doctor DEMO1, DR		MP4332211	Ref. Dr.				Op.		2	Procedure(s) performed
Ma <u>t</u> erials	Chg. Rate DISC*	💌 Bill Da	te 21/06/2022	 Venue 	Rooms			Auth		3	Materials used
Used	Diagnoses	ION							_	4	Bill total
Procedures Performed	Bill Summary	Code	Qty	Price	Diag	Levy	Disc.	Med. Aid	Pat.Due		
Script / Dispense	Consultation	1 0190		416.6	0	416.60		0.00	416.60		
Acute Medicines	Administration Fee			0.0	0						
Script / Dispense	LUDWIG'S ANGINA: DRAINAGE	1110	1	616.9	90	616.90	-0.00	0.00	616.90		
Chronic Medicines	NEEDLE HYPODERMIC 40MM 21GB01 N	VDL 0201	5	0/5.0	78	0/5.00	-0.00	0.00	0.78		
Ana <u>e</u> sthetic	SYRINGE WITHOUT NEEDLE 3 PART PR	RX 0201 3	5	70.7	71	70.71	-0.00	0.00	70.71		
Flocedule											
✓ <u>S</u> ubmit Bill	J										
Changes											
View Patient <u>H</u> istory											
View / Add Patient Notes											
😪 🍡 🏱 🍈											
				4							
	Bill Totals			1780.5	9	1780.59	-0.00	0.00	1780.59		
5 .0	WARNING! This Medical Aid does not s	support Balance Billin	ig. The funder	may pay the Me	mber if over	rcharged					
EXI	📕 🔒 🗏 🧄 T&C's							Support number 0	861 633 334 🛞		

12. Once the bill has been checked and is ready to finalize, click on the 'Submit Bill' button to send through to the relevant Medical Aid. The bill will be submitted, and a response will be generated.

Bill Patient
Ma <u>t</u> erials
Used
Procedures
Performed
Script / Dispense
Acute <u>M</u> edicines
Script / Dispense
Chronic Medicines
Ana <u>e</u> sthetic
Procedure
✓ Submit Bill
Discard Changes
View
Patient <u>H</u> istory
View / Add
Patient Notes
🍖 ≽ 🌛 🚯

How to Bill a patient privately

1. From the main screen, click on the 'Bill / Debit Patient(s)' button.



2. Here you can search for a patient either by Surname or by Account number. Once the correct Patient has been selected, click on the 'Bill Patient as Private' button.

00 EMC DEMO Mede	EDI CPS v4.7.2								-	. 🗆	×
				Choo	se Patient to	Bill					MEDEDI
CGM Constant	Patient										
	Surname		Initials	Full Names					Titl	le	
Bill Patient	SMITH	D-1	J	JANE				01	MS	3	
Bill Patient	0001011234123	01/01/2000	2 STREET					Hom	e Tel		
	Language	Gender						Wor	k Tel		
Bill Patient as	ENGLISH	F	PRETORIA	A					Cell 0831231	1234	
<u><u> </u></u>			0002						Fax		
Script <u>O</u> nly	Account Details										
Record Debit Note	Account No.	Name								Filing F	Ref
	6	SMITH, J MS					Contact Dataila				
Register	NORMAL	2 STREET					email email@email.email				
	Туре						Tel				
Change Patient Details		PRETORIA					Cell 0831231234				
		0002					Fax				
View Scheme Details	Last Pat. Pmt: None			Last Remit: N	one		Last Stmt : None			Final Notic	e: None
	Out: 0.0	0 Cur		30		60	90+		Una:		<u> </u>
Charge	MedAid: 0.0	10		_							
	Medical Aid Detai	ls									
Quotation	Medical Aid			Plan			Option		Dep.	No	
Defes Datient	PRIVATE PATIENT			PRIVATE PATIEN	Π		PRIVATE PATIENT		00		
Refer <u>P</u> atient	Main Member						ID No		Men	iber No.	_
Practice Perfect Plus	DOS	BillNo	Descriptio		Datiant	Cha	Disc/WO	Daid	Claim	Due	. (FT
	0.0.5.	Dimito	Descriptic	///	Falloni	Cild	inged Discrive	Paid	Ciailli	Due	

3. The Bill Details screen will now show, and you can start building the bill. First complete the top portion of the screen and make sure the details are correct. These details include the Treating Doctor, The Charge rate (this information is automatically linked to the medical aid details entered on the Patient Profile), The Venue (Rooms / Hospital), referring Doctor (if applicable) and an Authorization number (if applicable).

Account	SMITH, J MS		6	Med. Aid PRIVATE PATIENT SEP			00
Patient	MS JANE SMITH			Gender F	DOB	01/01/2000	22 y
Doctor	DEMO1, DR MP43322	211 Re	ef. Dr.		Op.		
Chg. Rate	STANDARD* Bill Date 21/06/202	22 🔻 🗸	/enue	Rooms	Auth		
Diagnos	es						

4. Now add in the diagnoses codes. MEDEDI allows for up to 8 codes to be added. The diagnoses can either be typed in by code (recommended) or by typing word.

Diagnoses	
<u>2</u> 0	
Z00 - General examination and investigation of persons without complaint and reported diagnosis	
Z00.0 - General medical examination	
-Z00.1 - Routine child health examination	
-Z00.2 - Examination for period of rapid growth in childhood	
-Z00.3 - Examination for adolescent development state	
-Z00.4 - General psychiatric examination, not elsewhere classified	

5. Next option is to add in Materials used (if applicable). Click on the 'Materials Used' button.



6. Here you can type in the NAPPI Code (recommended), or type in the description of the materials used.

00 EMC DEMO Med	EDI CPS v	4.7.2						
				Materi	als			
CGM Served roup	Account	SMITH, J MR			4	Med. Aid DISC	OVERY CORE	ESSENTIAL
	Patient	MR JOHN SMITH				Gender M		
Bill Patient	Doctor	DEMO1, DR	MP4	332211	Ref. Dr.			
	Chg. Rate	e DISC*	 Bill Date 21/0 	6/2022 🔻	Venue	Rooms		
Accept changes	Diagnos	es						
💢 Discard Changes	Z00.0 - 0	GENERAL MEDICAL EXAMINATION						
	Materials	\$	Code	Qty	Price	e	Diag	Levy
View Patient History	Q8S2		0201		1	0.16		
Patient mistory	Code	Name 4			Pa	ack Unit Pric	e On Hand	Ex
View / Add	Q8S2	NEEDLE HYPODERMIC 40MM 21GB01 N	DL		1.0	0.1	6	

7. Adjust the number of materials used and then add additional lines.

Materia	ls	Code	Qty		Price		Diag		Lev
NEEDLE	HYPODERMIC 40MM 21GB01 NDL	0201		5		0.78			
B44									
Code	Name 4				Pack	Unit Price	e On Hand	Ex	
B449	BERBERIS-HOM 30ML DRP				1.0	189.8	9		
B440	BETAPAM 5MG TAB				1000.0	156.5	5		1
B447	DISC BELLADONNA-HOM 30ML DRP			4	1.0	155.8	7		
B44P	DISC CATH TROCAR ALL SIZES TROCA	0010 CSM		4	1.0	166.8	2		
B44D	DISC SYRINGE 2ML 2 PART PRO SNG				1.0	4.9	2		
B44E	DISC SYRINGE 5ML 2 PART PROMEX SI	١G		4	1.0	1.1	3		
B44B	SYRINGE WITHOUT NEEDLE 3 PART PR	X 10ML SNG		4	100.0	9.5	8		
B44C	SYRINGE WITHOUT NEEDLE 3 PART PR	X 20ML SNG		1	100.0	14.1	4		
B44A	SYRINGE WITHOUT NEEDLE 3 PART PR	X 5ML SNG		-	100.0	6.1	9		-

8. Click on 'Accept Changes' to add all materials used and return to main billing screen. The materials will now reflect on the billing screen.

00 EMC DEMO MedE	DI CPS v4.	7.2								-		×
				Bill De	tails							MEDEDI
CGM Computeree	Account	SMITH, J MR			4 M	ed. Aid	DISCOVER	Y CORE ESSENT	'IAL		123456789	00
	Patient	MR JOHN SMITH			G	ender	M			DOB	02/01/2000	22 y
Bill Patient	Doctor	DEMO1, DR		MP4332211	Ref. Dr.					Op.		
Materials	Chg. Rate	DISC*	💌 Bill D	ate 21/06/2022 🔽	Venue	Room	s			Auth		
Used	Diagnos	es										
Procedures	Z00.0 - G	ENERAL MEDICAL EXAMINATION										
Performed	Bill Summ	hary	Code	Qty	Price	[Diag	Levy	Disc.	Med. Aid	Pat.Du	Je
Script / Dispense	Consultat	ion	0190		416.6	60		416.60		0.0	0	416.60
Acute Medicines	Administra	ation Fee			0.0	00						
Script / Dispanse	NEEDLE H	TYPODERMIC 40MM 21GB01 NDL	0201	5	0.	78		0.78	-0.00	0.0	0	0.78
Chronic Medicines	SYRINGE	WITHOUT NEEDLE 3 PART PRX	0201	5	70.	71		70.71	-0.00	0.0	0	70.71
Anaasthatia												

9. Next option is to ad in procedure performed (if applicable). Click on the 'Procedures Performed' button.



10. Add in the Procedure code for each procedure performed. Multiple codes can be entered on this screen.

00 EMC DEMO Med	EDI CPS v4	.7.2								-		×
			Pi	roced	ures							
CGM Computing	Account	SMITH, J MR			4	Med. Aid DISCOV	VERY CORE ESSI	ential		1	23456789	00
	Patient	MR JOHN SMITH				Gender M			DO	B (2/01/2000	22 y
Bill Patient	Doctor	DEMO1, DR	MP4332	211	Ref. Dr.				Ор			
✓ Accept Changes	Chg. Rate	DISC* Bi	ill Date 21/06/2	022 💌	Venue	Rooms			Au	h		
Discard Changes	Z00.0 - G	ENERAL MEDICAL EXAMINATION										
	Procedur	es		Qty	Pri	ice	Diag	Levy	Med. Aid		Pat.Due	
View Patient History	1110	LUDWIG'S ANGINA: DRAINAGE			1	616.90		616.90		0.00		616.90
-auent mistory	1111	POST TONSILLECTOMY OR ADENOIDE	CTOMY HA		1	675.60		675.60)	0.00		675.60

11. Click on 'Accept Changes' to add all Procedures conducted and return to main billing screen. The Bill is now ready to be checked to see if all information has been added before submission of the bill.

00 EMC DEMO Med	EDI CPS v4	.7.2								-				
					Bill Detail	s						DI		
CGM Service	Account	SMITH, J MS			6	Med. Aid	PRIVATE PA	TIENT SEP			0		Г	
	Patient	MS JANE SMITH			_	Gender	F			DOB 01	1/01/2000 22	У	1	Consulation code (will appear by default)
Bill Patient	Doctor	DEMO1, DR		MP433	32211 Ref.	Dr.				Op.			2	Procedure(s) performed
Materials	Chg. Rate	STANDARD*	•	Bill Date 21/06/	2022 💌 Ve	nue Roor	ms			Auth		_	3	Materials used
Used	Diagnos												4	Bill total
Procedures Performed	Bil Sum	SERERAL REDIGAL EXAMINATION	Code	054	Dr	rice	Diag	Levoy	Disc	Med Aid	Pat Due		5	Accept and Finalize Bill
Carial / Diseases	NEW AN	D ESTABLISHED PATIENT: CONSUL	LT 0190	1		343.20	Ulay	0.00	Diac.	0.00	343.2	0	-	•
Acute Medicines	Administr	ation Fee	- A			0.00						-		
Script / Dispense	UDWIG:	S ANGINA: DRAINAGE	1110	2	1	530.90		0.00	-0.00	0.00	530.5	0		
Chronic Medicines	POST TO	INSILLECTOMY OR ADENOIDECTO	1111		1	581.50		0.00	-0.00	0.00	581.	0		
Anaesthetic	SYRINGE	E WITHOUT NEEDLE 3 PART PRX 2	0201	3	5	78.86		0.00	-0.00	0.00	78.1	8		
Procedure					-									
Accept Changes														
Discard Changes														
	3													
Patient History														
View / Add Patient Notes														
🌏 🍖 🏱 🌐)													
												-		
						4								
	Bil Total	3				1535.24		0.00	-0.00	0.00	1535.2	4		
Exit	्र 🖌	⊞ 🔶 T&C's								Support number	0861 633 334	3		

12. Once the bill has been checked and is ready to finalize, click on the 'Accept Changes' button to finalize and create the bill. The bill will be created, and a notification will be created on the main menu to collect payment.

00 EMC DEMO MedE	DI CPS v4.7.2			—	×
			Main Menu		
CGM Heddal	Notifications				
	Date	Priority	Description		
Choose an Option	21 Jun 2022 12:38 PM	9 2	Collect Payment from MS J SMITH (Acc: 6)		
	21 Jun 2022 9:42 AM	Θ 2	Collect Payment from MR J SMITH (Acc: 4)		

Billing patient from the Calendar

Once a patient has arrived and been seen by doctor, you can select to Bill the patient directly from the Calendar, this allows you to save time and be sure you have selected the correct Patient to Bill.

1. Right Click on the Appointment that has now been completed and selects the option either to Bill Patient or Bill Patient Private.



2. This will bring up the Bill Details Screen with the Patient already selected and allow you to bill the patient by adding Diagnosis, procedures, consultation etc.

					E	Bill Details						RECOMED	DPROD
CGM Constant	Account	STEVENS, J MR			4	Med. Aid DISCOVERY	COMPREHENSIVE CL.	ASSIC				1234567890	00
View Appointment Book	Patient	MR JOHN STEVENS		101100001	Def De	Gender M					DOB	01/01/1985	37 y
The WAppointment book	Che Date	RECOMED, P		Ril Date 02/12/2022	Kel. Dr.	Deems							
Materials	Diagonal Diagonal	bise		Bii Date 02/12/2022	• Venue	Rooms					Auto		
Procedures	Diagnosi	ca											
Performed	Bill Summ	ary	Code	Qty	F	rice	Diag	Levy	Disc.	Med. Aid		Pat.Due	
Script / Dispense	Consultat	ion	0147			315.10			0.00	315.1			0.00
Acute Medicines	Administr	ation Fee				0.00							
Script / Dispense													
Chronic Medicines													
Ana <u>e</u> sthetic													
Procedure													
✓ <u>S</u> ubmit Bil													
Discard Changes													
View Patient History													
View / Add													
Patient Notes													
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- 3. Depending on whether you have selected to Bill the Patient or Bill the Patient Privately you can either Submit the Bill to the Medical Aid or select to Accept the Bill that will make the Patient Liable for the Payment.
- 4. Bill Patient, submitting to the Medical Aid Scheme will allow you to receive a Claim response from them advising the outcome of the claim, you will be able to also receive this Response on your Main Menu in CGM MEDEDI CPS Notification area
- 5. Billing the Patient as Private will allow you to complete the bill and make the Patient liable for the Outstanding amount, this will again provide you with a notification on you Main Menu in CGM MEDEDI CPS Notification area with an entry "Collect Payment from Mr J STEVENS (Acc: 4)".

Patient Benefit Check in CGM MEDEDI for Discovery, Medscheme and MHG

To start you will need to have a bill open in the patient's profile. Once you are ready to bill, click on the "get help" icon on the bottom right of your screen.

You will see a pop-up asking whether you are sure you would like to perform a benefit check, click "yes".



Performing a Benefit Check:

When you click yes, the Benefit Check pop-up will appear, click on Benefit Check.

Now you can enter the consultation code and/or the exact amount you are billing to ensure that the patient has the necessary medical aid cover to settle their account, and click "ok" to run the check.

🗿 00 14 JMD'S MedEDI	CPS v4.7.5											-	d ×
					Choose Patient to Bill								
CGM -	Patient												
	Surname		Initials	Full Names								Title	
Bill Patient	MOEMFLEMFJCM		T	TSBMFLBMFJCM								MS	
Bull Detroit	10 Number 7310100525084	Date of Birth	Address		Mercennes and a second s						Contact Det	aits	_
Dill Piggers	Language	Gender			Benefit Check	×					Work Tel		
Bill Patient as	AFRIKAANS	- F.									Cell		
Private											Fax		
Script Only	Account Details				Benefit Check OPolicy Guery								
Decord Debit Mote	Account No.	Name										Fil	ing Ref
HEREIG REPARTING	29	MOEMFLEMFU	CM, T MR										
Register	Status	Address			Please enter the Consultation Code and Amount	IS							
New Patient	Time				you would like to do a Benefit check against		_						
Change	1900	E-FREEDOM SI			Code 0190 Amount 434.1								
Patient Details	2	0079											
View	Last Pat. Pmt. None						ast Stet : None					Final N	otice: None
Scheme Details	Out	1647.80	0.	1647.80			90+			Unix			6
Charge	MedAkt.			1647.80				-					
Interest	List:	0.00											
Quotation	Medical Aid Det	aits		Die	Ok Cancel		dine					Dan He	
	DISCOVERY			DE		CL CL	ASSIC					00	
Refer Patient	Main Member					ID.	No					Member N	lo.
	MS T MOEMPLEMP	JOM .				173	110100525084					605884393	-
	0.0.5		BRINO	Description		PISCANO	0.00	Paid	0.00	Clem	1 847 90	Due	0.00
	031401 2	e 002		2.001080 Melabria abb	***		0.00		0.00		1,047.00		0.00
							· Re-Che	eck Patient E	enefits				4×
							Checking	of Benefits for	MS TSEMFLEMF	JCM MOBMFLB	MFJCM was la	st done on 203	22/11/01 10:26
Back							Result :	We have reject	ed this claim				
	1						Note: Thi	is is a pay per re	squest service				
Exit											🕕 Get ho	to or call 0861	633 334 🙁

The benefit check is real-time, you will receive a *Benefit Check Response* from Discovery, Medscheme or MHG in a few seconds. If the benefit check is **confirmed**, the medical aid will cover the claim, if it is **rejected** the medical aid will not cover the claim and you will need to bill the patient privately.

00 14 JMDS MedEDI CPS v4.7.5	- 0 ×
(and a second	Service response
Bill Patient	Benefit Check Response Details
Print Document	Request No. 1425 Response No. 1312
Export Document	Request Date 14/11/2022 10.32.41 Response Date 14/11/2022 10.32.49
	Status: Confirmed
	We will pay the claim in full
	Disclaimer
	Member Validation and Quotation Tool Disclaimer - with Discovery Pay. The Member Validation and Quote service and tools
	are designed to inform you of your patients' medical scheme plan benefits. It is not a final confirmation of benefits and/or
	payment, and funds are not reserved. The coverage policy only includes a general description of your patients' medical
	scheme benefits. The Scheme may update or change the coverage policies at any time. We will indicate where a patient has activated their Discovery Pay nayment facility through Discovery Bank However, like with medical scheme benefits unless
	vou have received a claims payment confirmation resonase via your chosen real time claims vendor software. funds are not
	reserved. Claims submitted in real-time will receive confirmation of payment finalization from Scheme benefits and/or
	Discovery Pay and will be honoured in the next payment run. We encourage practices to submit claims using the real-time
Back 1	daime functionality to opeuro payment containty
Exit	Page 101
	• • • • • • • • • • • • • • • • • • •



Performing a Policy query for Discovery members only:

When performing a Benefit Check, you have the option of performing a Policy query for your patients who are Discovery members.

When the Benefit Check pop-up window appears, select "Policy Query", enter the Rand value of what the consult will cost and click "ok". NOTE: unlike the benefit check, the policy query does not allow a consultation code.

O DO 14 JMDS MedEDI	CPS-v4.7.5													- 0	3 ×
						Choose Patient to Bill									
CGM Services	Patient														
	Surname		Initials F	Full Names										Title	
Bill Patient	MOBMFLBMFJX	M	T	TSBMFLBMFJCM										MS	
	ID Number	Date of Birth	Address										Contact De	rtails	
Bill Patient	731010052508	4 10/10/1973			Benefit Check		×						Home Tel	-	
Bill Patient as	Language	Gender	_										VNORK Tel	-	
Private	No references												Fav	-	
Script Only	1	210				Benefit Check Policy Query							(4)		
	Account Det	ids .				•								-	
Record Debit Note	Account No.	Name	Chi 1 100											Film	g Ref
Desister	Status	Address	GAG THEN				10								
New Patient	NORMAL	3				Please enter policy amount	1.0							(
	Туре					Amount 434.1									
Patient Details		E-FREEDOM S	AVE												
	1	0079													
View Scheme Betaile	Last Pat. Pmt: No	ine						Last 5	Stmt : None					Final Noti	Sce: None
generite betena	Out:		Our	1647.80					90+			Una			\$
Charge	MedAid:			1647.80		Ok Cancel									
interest	Link:	0.00					_						_		
Quotation	Medical Ald	Jetalis		Dia				Ontine						Dee Ma	
	Medical Aid			Pia DE				option	90					Dep. No	
Refer Patient	Main Member	(1 56				ID No						Member No	
	MS T MOEMFLE	MEJCM						731010	00525084					605684393	
N	D.0	S.	BillNo	Description			Disc	c/MO		Paid		Claim		Due	10
	03 No	v 22 902		Zoonotic bacterial dise	asi.,				0.00		0.00		1,647.80		0.00
								1	- Do Cho	ck Dationt R	lanafite				×
									Checking	of Benefits for	MS TSEMFLEMF	JCM MOEMFL	MFJCM was I	last done on 2022	2/11/01 10:26
									Status : R	ejected					
Back									Result : W	le have reject	ed this claim				
Evel.								- C		a second but to					
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		area alla											Get P	tep of No new n	notifications

You will receive a real-time response showing you all the patient's Medical Aid limit balances as well as other members/patients linked to this patient's medical aid.

00 14 JMDS MedEDI	CPSv47.5 — 🗇 🔿	5
	Service response	
CGM		
Bill Patient	Request Date 14/11/2022 10.30.24 Response Date 14/11/2022 10.30.28	
Print Document		
Export Document	Status Confirmed	
	Status Committee	
	Lizzita Augilabla	
	CONDENT NOO Nurse Led DER phormeou elizio nurse consultatione (60)	
	GENERAL COLONING Led DEB pharmacy clinic rules consultations (6.0)	
	GPNBEN-GCO - Nuise Led DEB pharmacy clinic or consultations (6.0.)	
	GENDEN-VCO - Nulse Led DEB pharmacy dimit consultations (0.0)	
	Member	
	7210100525094 TSDMELDME ICM	
	The membership is valid and active. The member has enough day to day funds available	
	1105200272087 - MORECCEE MILK	
	The membership is valid and active. The member has enough day to day funds available	
	0410261410080 - THERKEI LIKKD	
	The membership is valid and active. The member has enough day to day funds available	
	The membership is valid and active - The member has enough day-to-day futius available	
A Parts		•
E Dece	Page 1 of 1	1
Ext	🔮 🖶 🕂 13.0% 🍙	

NOTE: before creating a quote you will require patient consent, it is always best to ensure the patient consents to the quote request before kicking off the process.

To create a quote, start in the billing screen in the patient profile, and click on the "Quotation" button on the left



The View Quotations window will open, select, "Create a new quotation"

0 14 JMDS MedEDI C	PS v4.7.5						-	a ×
			View Quota	tions				14
CGM	Account 29 MOEMFLEM	AFJCM, T-MR			Tet Celt			
Quotation	Quotations							- 4
	Number	Patient Name	Gluotation Date	Expiry Date	MA LINDIE	Patient Liacie	Gudeation 108	N
Create a New Quotation								
Ϋ́								
e Back								
Ext							0 care data	
							An Ant Help of Mo As	sw notifications

The View Quotations window will open, select, "Create a new quotation"



The Create a Quotation pop-up will open, select, "Quote as Medical Aid"

00 14 JMDS MedEDI C	PS v4.7.5						- 0	×
			View Quota	tions				
CGM	Account [29 MOGMFLBM	FJCM, T MR			Tet Cell			
Quotation	Quotations	Patient Name	Custation Date	Expiry Date	MA Linkin	Patient Linkin	Quotation Total	- 4
Create a New Ountation								-
T								
			Create a Quotation	×				
			Quote as Brit	rate				
			Guste as Medic	al Aid				
			Consul					
Eack								
Edt	11日 中 740% 会						🕡 Get help or call 0861 63	3 334 (8)

You can now go ahead and populate the quotation screen with the necessary details for the patient to create the quote e.g Medical Aid, Diagnosis, Consultation codes etc. Once you have completed all the details, click "Submit virtual quote" in the left menu.

				Quotation Details						
CGM	Account MOEMFLEMFJCM, TMR			29 Med. Ald DISCOVERY	DELTA COMPREHENSIVI	E CLASSIC			606884	4393 00
-	Patient MS TSEMFLEMFJCM MOEMFLEMFJCM			Gender E					DOB 10/10/1	1973 49
Quote Patient	Doctor DU PLESSIS, P		MP0124494	Ref. Dr. DR P TREDOUX					Op.	
Materials	Chg. Rate DISC*	1	Bill Date 14/11/2022	Venue Rooms					Auth	
Used	Diagnoses	273								
Procedures	A20 9 - ZUONDIIC BACTERIAL DISEASE, UNSPECIFI	eo Carta	A	Direc	(New)		Dire	Mark All	Det Du	_
Perioriteu	Consultation	0190	GRY	434.10	Lieg	0.00	DISC.	434.10	Patto	0.0
Acute Medicines	Administration Fee	0.00	-	0.00						
Scriet (Dimense	TONSILLECTOMY (DISSECTION OF THE TONSILS)	1101	1	1,147.80		0.00	-0.00	1,147.80		0.0
Chronic Medicines										
Changes										
<u>Accept Changes</u> Subnit <u>Virtual Quote</u> <u>Accept and</u> <u>Finalize</u> <u>Biscard Changes</u>										
Accept Changes Subinit Vintual Quote Accept and Einalize Biscard Changes View Patient History										
Geoept Changes Submit Virtual Quote Geoept Changes Einalize Usev View Patient History Mex Add Patient Notes	ן									
Accept Changes Submit Virtual Quote Accept Changes Discard Changes View Patient History Mew / Add Patient Notes More Add Accept Changes More Add More Add	ן									
Subnit Yirtual Quote Accept Changes Subnit Yirtual Quote Accept and Enalt Changes Wew Patient Bistory Vew Vew Add Patient Notes Max Add Patient Notes	n Totai			1501 90		0.00	-000	1581 90		0.00
Schert Changes Schnit yertund Guote Associated Findaze Wiew View View View View View View View Add Patient Notes Patient Notes Patient Notes	Fill Totals	e Billing. The Runder may say the	Member If overcharged	1501 50		0.00	-0.00	1581.90		0.00

A pop-up will appear to confirm whether the patient has given consent for the quote to be generated, if the patient has given consent click "yes" if the patient hasn't given consent click "no"

				Quotation Details					
CGM Services	Account MOEMFLEMFJOM, T MR			29 Med. Ald DISCOVERY	DELTA COMPREHEN	SIVE CLASSIC			606884393 00
•	Patient MS TSBMFLBMFJCM MOEMFLBMFJCM			Gender F				DOE	10/10/1973 49 y
Quote Patient	Doctor DU PLESSIS, P		MP0124494	Ref. Dr. DR P TREDOUX				Op.	
Materials Used	Chg. Rate DISC*		Bill Date 14/11/2022 *	Venue Rooms				Auth	(
Drosoduran	A28.9 - ZOONOTIC BACTERIAL DISEASE, UNSPECIFI	ED							
Performed	Bill Summary	Code	Qty	Price	Diag	Levy	Disc.	Med. Aid	Pet.Due
Script / Dispense Acute Medicines	Consultation Administration Fee	0190]	434.10 0.00		0.00		434.10	0.00
Script / Dispense	TONSILLECTOMY (DISSECTION OF THE TONSILS)	1101	1	1,147.80		0.00	-0.00	1,147.80	0.00
Anagsthetic Procedure	j		Patient Con	sent Required	×				
Accept Changes				Did the patient consent?					
Submit Virtual Quote				Yes No					
Accept and Finalize									
Discard Changes									
View Patient <u>History</u>									
View / Add Patient Notes									
😪 🍖 🖻 🍳									
	Frank and the second seco			1691.00		0.00	-0.00	1581.90	0.00
	Dill lotais			1301.30					

The quotation request is sent to the medical aid and you will receive a real-time response to confirm whether the quote has been approved.

0 00	14 JMDS MedEDI CR	PS v4.7.5								- 0 ×
(Account MCEMFLEWFJCM, T MR Patient MS TSBMFLEMFJCM MCEMFLEMFJCM			Quotation Details 20 Med. Aid DISCOVERY DELTA COM Gender F	PREHENSIVE CLASSIC			DOE	606884393 00 10/10/1973 49 y
0	ouote Patient	Doctor DU PLESSIS, P		MP0124494	Ref. Dr. DR P TREDOUX				Op.	
	Metoriels Used	Chg. Rate DISC* Diagnoses		Bill Date 14/11/2022	Venue Rooms				Auth	
	Procedures	A28.9 - ZOONOTIC BACTERIAL DISEASE, UNSPECIP PIL Summers	TED 0	ote ote	Dring Diam	1 mm	Diso		Med Aid	Pat Due
S: Ac	cript / Dispense ute <u>M</u> edicines	Consultation Administration Fee	0190	• Please wait		×	0.00		434.10	0.00
Si Chi	cript / Dispense onic Medicines	TONSILLECTOMY (DISSECTION OF THE TONSILS)	1101		s Lz		0.00	-0.00	1,147.80	0.00
	Ana <u>e</u> sthetic Procedure									
ø	Accept Changes									
Ø9.	iomit Virtual Quote									
	Accept and Finalize				Submitting Virtual Quotation					
*	Discard Changes			run in background		Cancel				
P	View atient History									
	Vew / Add Patient Notes									
-	h 🖻 🍥									
		Bill Totols			1581.90		0.00	-0.00	1581.90	0.00
	Ext	WARNING! This Medical Aid does not support Balane	ce Billing. The fu	nder may pay the Member if overcharge	1				(Declarate)	
1		The second second							🙂 🖓 Monda	y, November 14, 2022

	Claim Response Details		
View Response Print Document Export Document	0079 Dep Nr. 02 Id No. 0410261419080		
	Current Claim Status Huidige Status Van Els Confirmation Response Received Funder Ref Date of Claim Autoropoo Service Date Autoropoo Bill Net oppoor Switch Ref		
	Eis Datum 14/11/2022 Diens Datum 14/11/2022 Eis Nr92233/2 Switch Verw		
	Totale Eis 434.10 Bedrag Verwag 434.10 Huidige Voordele bedrag 434.10		
	Authorisation No. Magtigings Nr.		
	Response received at Verslag Ontvang Op 14/11/2022 10:44:39		
	General		
	We will pay the claim in full		
	Disclaimer Member Validation and Oustation Tool Disclaimer, with Discovery Ray. The Member Validation and Ouste service and tools are de-	esigned to inform	
A 24	vou of your national madical scheme near hereitigt. It is not a final confirmation of hereitigt and/or national funds are not reserved and tools are not res	ved The coverage	
Sack Lat	Page 1 of 1		

Member Check

When registering a new Patient and amending current patients' Medical aid details the Member check pop-up will appear if the scheme is enabled for member check.



Once you have the Member Check Details, another screen will pop up which will display the member details. You can then select to import the member and their dependants from the scheme.

OUpdate Patient from Men	nberCheck		×
Update Patient Details from Match the MedEDI Patients to To match a patient, Click and If you do not want to import	MemberCheck Results of the MemberCheck patients and press Next d drag the MemberCheck patient block in line with a particular patient's details, untick the button lin	the required MedEDI Patient. king the two patient blocks.	*
	MedEDI Patient	MemberCheck Patient	
ď	Mainmember 00 DIBMCFGBLDCC NABMCFGBLDCC 59 y 28 Dec 1962	00 Main Member (Active - 20010601) DIBMCFGBLDCC NABMCFGBLDCC 28 Dec 1962 59 y 6212285173089	
ç	Dependant 01 DIBMCFGBLDCC NABMCFGBLDCC 50 y 13 Aug 1971	01 Dependant (Active - 20100801) RABBMMJFMBGH NABBMMJFMBGH 13 Aug 1971 50 y 7108130000000	
		Drag here to create a New Patient	
Reset			Next

Patient Benefit Check in CGM MEDEDI for Discovery, Medscheme and MHG

To start you will need to have a bill open in the patient's profile. Once you are ready to bill, click on the "get help" icon on the bottom right of your screen.

You will see a pop-up asking whether you are sure you would like to perform a benefit check, click "yes".



Performing a Benefit Check:

When you click yes, the Benefit Check pop-up will appear, click on Benefit Check.

Now you can enter the consultation code and/or the exact amount you are billing to ensure that the patient has the necessary medical aid cover to settle their account, and click "ok" to run the check.

😟 00 14 JMD'S MedEDI	CPS v4.7.5															- 1	5 ×
						c	hoose P	atient to Bill									150
CGM	Patient																
-	Surname		Initials	Full Names												Title	_
Bill Patient	ID Number	Date of Birth	Address	TSBMPLBMPJCM											Contact De	MS	
Bill Patient	7310100525084	10/10/1973				6. M. 1									Home Tel		
Dit Defined on	Language	Gender			Be	neht Gheck			~						Work Tel		
Private	AFRIKAANS	- F.													Cell		
Scrint Only	j		_		_		Senetit Chec	k Policy Guery							Pax		
outh But	Account Details					-											
Record Debit Note	Account No.	MORMELENELS	MITME													P de	NO REF
Register	Status	Address				Diama antes	the Course	heller Code and America	ls								
New Patient	NORMAL	3				you would l	like to do	a Benefit check against									
Change	Type	E-FREEDOM SA				Code 0190)	Amount 434.1									
Patient Details		0079															
View	Last Pat. Pmt. None									Lest S	nt : None					Final No	tice: None
Scheme Details	Out	1647 80	0.	1647.80							90+	0		Unit			6
Charge	MedAid			1647.80													
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Back	J										Note: This	e have reject is a pay per re	quest service				
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L																	

The benefit check is real-time, you will receive a *Benefit Check Response* from Discovery, Medscheme or MHG in a few seconds. If the benefit check is **confirmed**, the medical aid will cover the claim, if it is **rejected** the medical aid will not cover the claim and you will need to bill the patient privately.

	Service response
iiil Patient	Benefit Check Response Details
rint Document	Request No. 1425 Response No. 1312
ort Document	Request Date 14/11/2022 10.32.41 Response Date 14/11/2022 10.32.49
	Status: Confirmed
	We will pay the claim in full
	Districtor
	Disclaimer Member Validation and Quotation Tool Disclaimer - with Discovery Pay. The Member Validation and Quote service and tools
	are designed to inform you of your patients' medical scheme plan benefits. It is not a final confirmation of benefits and/or
	are designed to inform you of your patients' medical scheme plan benefits. It is not a final confirmation of benefits and/or payment, and funds are not reserved. The coverage policy only includes a general description of your patients' medical scheme benefits. The Scheme may undate or change the coverage policies at any time. We will indicate where a patient has
	are designed to inform you of your patients' medical scheme plan benefits. It is not a final confirmation of benefits and/or payment, and funds are not reserved. The coverage policy only includes a general description of your patients' medical scheme benefits. The Scheme may update or change the coverage policies at any time. We will indicate where a patient has activated their Discovery Pay payment facility through Discovery Bank. However, like with medical scheme benefits, unless
	are designed to inform you of your patients' medical scheme plan benefits. It is not a final confirmation of benefits and/or payment, and funds are not reserved. The coverage policy only includes a general description of your patients' medical scheme benefits. The Scheme may update or change the coverage policies at any time. We will indicate where a patient has activated their Discovery Pay payment facility through Discovery Bank. However, like with medical scheme benefits, unless you have received a claims payment confirmation response via your chosen real time claims vendor software, funds are not
	are designed to inform you of your patients' medical scheme plan benefits. It is not a final confirmation of benefits and/or payment, and funds are not reserved. The coverage policy only includes a general description of your patients' medical scheme benefits. The Scheme may update or change the coverage policies at any time. We will indicate where a patient has activated their Discovery Pay payment facility through Discovery Bank. However, like with medical scheme benefits, unless you have received a claims payment confirmation response via your chosen real time claims vendor software, funds are not reserved. Claims submitted in real-time will receive confirmation of payment finalization from Scheme benefits and/or Discovery Pay and will be benefit and your and the payment payment forms the real time.
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Eack C	are designed to inform you of your patients' medical scheme plan benefits. It is not a final confirmation of benefits and/or payment, and funds are not reserved. The coverage policy only includes a general description of your patients' medical scheme benefits. The Scheme may update or change the coverage policies at any time. We will indicate where a patient has activated their Discovery Pay payment facility through Discovery Bank. However, like with medical scheme benefits, unless you have received a claims payment confirmation response via your chosen real time claims vendor software, funds are not reserved. Claims submitted in real-time will receive confirmation of payment finalization from Scheme benefits and/or Discovery Pay and will be honoured in the next payment run. We encourage practices to submit claims using the real-time claims functionality to oncure payment containty.

00 14 JMDS MedEDI CPS	v4.7.5 — O)
Contra -	Service response
Bill Patient	
Print Document	
Export Document	Benefit Check Response Details
	Request No. 1427 Response No. 1314
	Request Date 14/11/2022 10.36.40 Response Date 14/11/2022 10.36.44
	Status : Rejected
	Claimed + 422.6
	Banefi amount : 0.0
	Beneficiary termination date is before the date of treatment
	No funds Available
	Disclaimer: The above-mentioned response status reflects the availability of funds at this moment for this patient in respect of
	a standard consultation at Scheme rates.
	The Scheme reserves its discretionary rights in the case of PMB conditions and/ or certain diagnostic codes.
	Request Details
Back	
	Page 1 of 1
ext	O Monday, November 14, 2

Performing a Policy query for Discovery members only:

When performing a Benefit Check, you have the option of performing a Policy query for your patients who are Discovery members.

When the Benefit Check pop-up window appears, select "Policy Query", enter the Rand value of what the consult will cost and click "ok". NOTE: unlike the benefit check, the policy query does not allow a consultation code.



You will receive a real-time response showing you all the patient's Medical Aid limit balances as well as other members/patients linked to this patient's medical aid.



Quotations in CGM MEDEDI for Discovery, Medscheme and MHG

NOTE: before creating a quote you will require patient consent, it is always best to ensure the patient consents to the quote request before kicking off the process.

To create a quote, start in the billing screen in the patient profile, and click on the "Quotation" button on the left menu.



The View Quotations window will open, select, "Create a new quotation"



The View Quotation window will open. Select "Create a new quotation"



The Create a Quotation pop-up will open, select, "Quote as Medical Aid"

🔘 00 14 JMDS MedEDI C	PS v4.7.5										- 6	×
					View Qu	otations						
Com ===	Account 29 MOGN	FLEMFJCM, T MR										0
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You can now go ahead and populate the quotation screen with the necessary details for the patient to create the quote e.g Medical Aid, Diagnosis, Consultation codes etc. Once you have completed all the details, click "Submit virtual quote" in the left menu.

🔾 00 14 JMDS MedEDI C	PSv4.7.5								-	X C
				Quotation Details						
CGM	Account MOBMFLEMFJCM, TMR			29 Med. Aid DISCOVER	DELTA COMPREHENSIV	E CLASSIC			6068	4393 00
-	Patient MS TSBMFLBMFJCM MOBMFLBMFJCM			Gender E					DOB 10/10	1973 49
Quote Patient	Doctor DU PLESSIS, P		MP0124494	Ref. Dr. DR P TREDOUX					Op.	
Materials	Chg. Rate DISC*		Bill Date 14/11/2022	Venue Rooms					Auth	
Used	Diagnoses	2220								
Procedures	A26 9 - ZOONOTIC BACTERIAL DISEASE, UNSPECI	(Contraction)		Drive	Dire	1	Dir.		Ort O	_
Periorited	Consultation	0190	uty	434.10	Ling	0.00	Disc.	434.10	Pacu	0.0
Acute Medicines	Administration Fee	0.00		0.00						
Script (Dispense	TONSILLECTOMY (DISSECTION OF THE TONSILS)	1101	1	1,147.80		0.00	-0.00	1,147.80		0.0
Chronic Medicines										
Accept Changes Submit Virtual Quote Accept and Finalize Discard Changes View Patient History										
Patient Notes										
	Bill Totals			1581.90		0.00	-0.00	1581.90		0.00
	Bill Totals WARNING! This Medical Aid does not support Balan	ice Billing. The funder may pay t	the Member if overcharged	1581.90		0.00	-0.00	1581.90		0.00

A pop-up will appear to confirm whether the patient has given consent for the quote to be generated, if the patient has given consent click "yes" <mark>if the patient hasn't given consent click "no"</mark>

00 14 JMDS MedEDI 0	PS v4.7.5									- 0 ×	
	Quotation Details									14	
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	Patient MS TSBMFLBMFJCM MOBMFLBMFJCM			Gender F						DOB 10/10/1973 49 y	
Quote Patient	Doctor DU PLESSIS, P		ME0124494	Ref. Dr. DR P TREDOUX						Op.	
Materials	Dismosee		Bil Date 14/11/2022	Venue Rooms						Jauan	
Deservices	Juagnoses - Jazza - Zoonto Bacterial, Issease, UNSPECPED										
Performed	Bill Summary	Code	Qty	Price	Diag	Levy		Disc.	Med. Aid	Pet.Due	
Script / Dispense	Consultation	0190		434.10			0.00		434.10	0.00	
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Submit Virtual Quote	9			Yes No							
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The quotation request is sent to the medical aid and you will receive a real-time response to confirm whether the quote has been approved.

	PS v4.7.5					U X
		Quot	tation Details			14
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Metorials	Chg. Rate DISC*	Bill Date 14/11/2022 Venue	Rooms		Auth	
Used	Diagnoses		_			
Procedures	A28.9 - ZOONOTIC BACTERIAL DISEASE, UNSPECIFIED					
Performed	Bit Sunmary	Contra Co	Drine Drine	Diso.	Med. Aid P	at Due
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Member Check

When registering a new Patient and amending current patients' Medical aid details the Member check pop-up will appear if the scheme is enabled for member check.



Once you have the Member Check Details, another screen will pop up which will display the member details. You can then select to import the member and their dependants from the scheme.

O Update Patient from MemberCheck	×
Update Patient Details from MemberCheck Results Match the MedEDI Patients to the MemberCheck patients and press Next To match a patient, Click and drag the MemberCheck patient block in line with the required MedEDI Patient. If you do not want to import a particular patient's details, untick the button linking the two patient blocks.	*
MedEDI Patient MemberCheck Patient	
Mainmember 00 DIBMCFGBLDCC NABMCFGBLDCC 59 y 28 Dec 1962 Image: State of the sta	
Dependant 01 01 Dependant (Active - 20100801) DIBMCFGBLDCC NABMCFGBLDCC 50 y 13 Aug 1971 S0 y 13 Aug 1971 Image: S0 y 13 Aug 1971 Q Image: S0 y 13 Aug 1971	
Drag here to create a New Patient	

Reset	Next

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South Africa's favourite billing and practice management platform. Streamlining administrative and billing processes for over 20 years.

Have questions or need a hand? Click on the Help link on the bottom right of your screen and one of our friendly agents will be in touch. Alternatively, call 0861 633 334 or email us on help.za@cgm.com to chat to one of our friendly Customer Support agents.