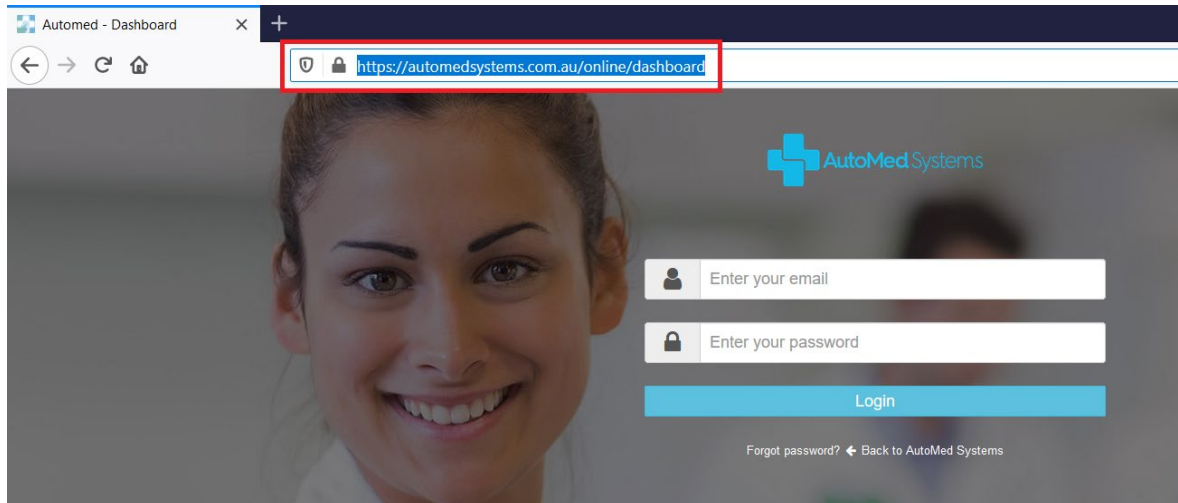


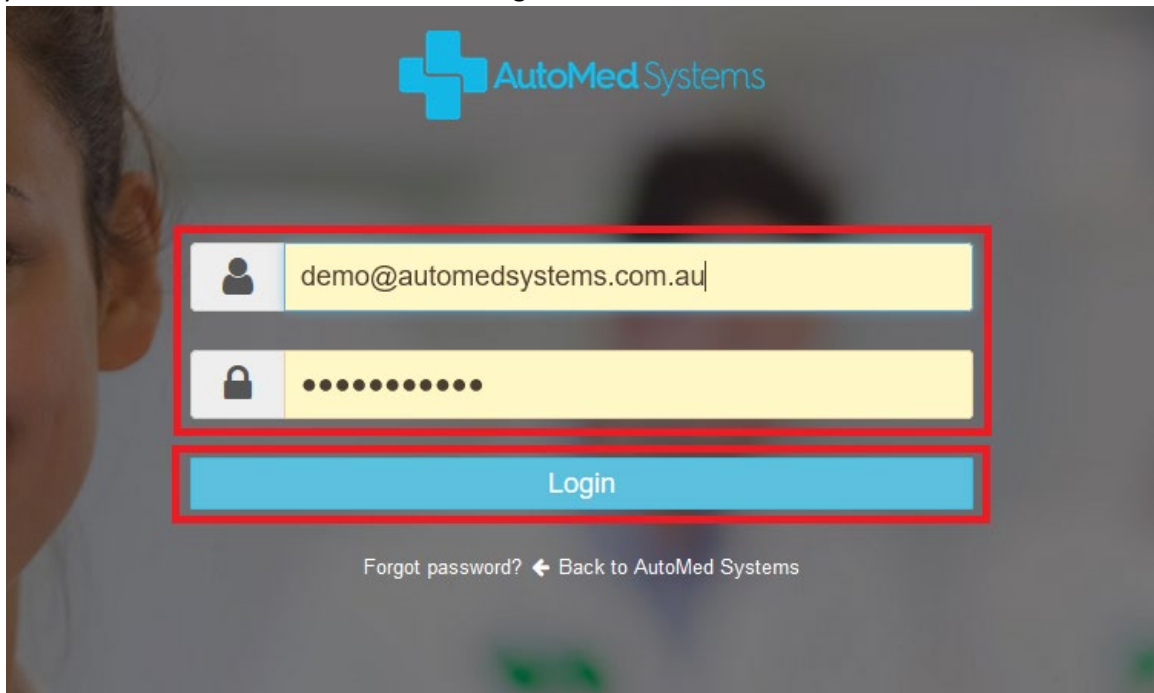
## Submit Payments to Medicare in BP - QUICK GUIDE:

You will need a PC / laptop with Internet Access.

- 1.) Open your Internet Browser (ie. FireFox or Chrome or Internet Explorer)
- 2.) Enter the link for AutoMed <https://automedsystems.com.au/online/dashboard> in the navigation bar at the top of the screen.



- 3.) Enter your User Name and Password and click Login:



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4.) Find list of completed payments in AutoMed

5.) Open the individual Patient's account in BP

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### 6.) List the payments in BP

Billing history - [Redacted]

File Utilities View Help

Account status: **208.45 owing**

Show payments/deposits  Include cancelled invoices  Show only outstanding services  Include adjustments

Billed to: [Dropdown] Item numbers: [Input] Use a comma to separate multiple item numbers

**1.) Tick Show payments**

Date	Invoice/Receipt No.	Service ID	Service	MBS Item	Provider	Billed to
07/03/2017	105	117	Surgery consultation, Level B	23	Dr Frederick Findacure	[Redacted]
07/03/2017	40		Payment - Invoice 105			
21/08/2018	137	154	Surgery consultation, Level B	23	Dr Ivor Cure	
21/08/2018	137	154	Excision of ganglion or small bursa	30106	Dr Ivor Cure	
22/08/2018	267	354	Surgery consultation, Level B	23	Dr Frederick Findacure	
23/08/2018	192	249	Surgery consultation, Level C	36	Dr Frederick Findacure	
23/08/2018	187		Payment - Invoice 257			
24/08/2018	216	279	Surgery consultation, Level C	36	Dr Frederick Findacure	
24/08/2018	254	333	Surgery consultation, Level B, 07.47, 2nd visit on the 23		Dr Frederick Findacure	
24/08/2018	162		Payment - Invoice 216			
24/08/2018	172		Payment - Invoice 137			
01/10/2019	299	400	Surgery consultation, Level B	23	Dr Frederick Findacure	
01/10/2019	300	401	Surgery consultation, Level B, 14.47, 2nd visit on the 23		Dr Frederick Findacure	
09/04/2020	310	407	Surgery consultation, Level B	23	Dr Frederick Findacure	
09/04/2020	214		Payment - Invoice 310			

**2.) Right click**

- Open
- Pay
- Adjust
- Reverse
- Write off
- Patient details
  - Show associated invoices
  - Show Medicare/DVA transmissions
  - Change to Head of family
  - Send online patient claim**

**3.) Click Send Online ..**

### 7.) Submit the claim to Medicare

Invoice	Date	Doctor	MBS Item	Description	Fee	GST	Total	Paid	Owing	Amount	
<input checked="" type="checkbox"/>	310	09/04/2020	Dr F. Findacure	23	Surgery consultation, Level B	65.00	0.00	65.00	65.00	0.00	65.00

**1.) Tick Send via Patient Claiming**

Send via Patient Claiming

**2.) Click Send**

Balance owing on these services: 0.00

Add text **Send** Cancel

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### 8.) Review and resubmit rejected payments in AutoMed

The screenshot shows the 'Payment Logs' page in the AutoMed Systems interface. The left sidebar contains navigation options, with 'Online Payment Options' (1.) and 'Payment Logs' (2.) highlighted. The main content area features a filter section with 'From Date' (3.) set to 2020-08-01 and 'To Date' (4.) set to 2020-08-07. The 'Payment Status' (5.) is set to 'Payment Failed', and the 'Filter' button (6.) is highlighted. Below the filter is a table with one entry: a payment of \$70.00 from 'Telehealth' on '2020-08-05 13:35:27' with a status of 'Failed'. A 'Retry Payment' button (7.) is highlighted next to the failed payment, along with a 'View details' link.

ID	Source	Date	Location	Doctor	Name	Fees	Payment Status	
	Telehealth	2020-08-05 13:35:27				\$70.00	Failed	<a href="#">View details</a>

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