

Click path for Billing Module

NIMS eHMS



e-Sushrut 9-5

An Advanced Hospital Management Information System

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Billing

The term **Billing** means tariff/charges of various services provided to patients.

Tariff/Charges are defined in **CHARGE MASTERS** as per Patient category.

Provision of Refund/Cancellation is available in the software.

For each Charge/Tariff, receipt is provided.

Reprint/Duplicate Copy of Receipt is possible with this software.

1. Cash Collection Online.

*Click on **Billing**→ **Services**→**Cash Collection Online**.*

Note: All fields marked with *are mandatory.

*Enter **CR#** of the Patient if you know*

Or

*Click on '**Search Icon**' to select from the list. Select appropriate '**CR#**' and Click on "**OK**" button.*

*Select the check box against the appropriate investigation tariff name. System will populate the corresponding '**Net Payable Amount**' in the bottom of the screen in **RED** color.*

User may clear / cancel the transaction at any time by clicking on '**Clear /Cancel**' buttons.

Collect the cash, *Click on "**Save**" button. System will prompt with a message to confirm the records entered.*

Receipt No. will be generated successfully for the paid amount and message will be displayed on the screen.

Eg: Receipt No. '331012160000277/1' Generated Successfully for the Amount '600.00'

"Billing Service Receipt" will be generated from the system & printing options will be displayed.

Information: Tariff/Charges defined and configured in the software. So that as soon as user select any tariff name, tariff/charges will appear. Similarly if more than one tariff name

selected, consolidated '**Net Payable Amount**' will be displayed in the bottom of the screen in RED color.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be saved
- Clear → It will clear the values entered in the fields.
- Cancel → window will close.

2. Refund Request

*Click on **Billing** → **Services** → **Refund Request***

Note: All fields marked with * are mandatory.

*Enter **CR#** of the Patient if you know*

Or

*Click on '**Search Icon**' to select from the list. **Select** appropriate '**CR#**' and Click on '**OK**' button.*

*Click on check box against the appropriate investigation tariff name. System will populate the corresponding '**Net Refund Amount**' in the bottom of the screen in RED color.*

*Select '**Refund Reason**' & Enter '**Other Specify**' reason in text box for refund.*

*Click on '**Save**' button. System will prompt with a message to confirm the records entered.*

'Refund has requested successfully' message will be displayed on the screen.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be saved.
- Clear → It will clear all the values entered on the screen.
- Cancel → Window will be closed.

3. Receipt Duplicate Print

Click on **Billing** → **Services** → **Receipt Duplicate Print**

Note: All fields marked with * are mandatory.

Enter '**Receipt No.**' of the patient if you know

Or

Click on '**Search Icon**' to select from the list. Search the patient with '**CR# / Patient Name**' by selecting '**From Date**' & '**To Date**'. Select appropriate '**CR#**' and Click on '**OK**' button.

Click on '**Go**' button.

Click on '**Print**' button to reprint the receipt. Duplicate copy of the receipt will be generated.

If Receipt printed successfully, click on '**OK**' button.

Print -Clear – Cancel – buttons

- Clear → It will clear all the values entered on the screen.
- Cancel → Window will be closed.
- Print → It will print the Receipt.

4. Combined Scroll/Day End Process

Click on **Billing** → **Services** → **Combined Scroll / Day End Process**

Note: All fields marked with * are mandatory.

Click on '**Amount Breakup Details – Denomination Details**'

Enter denomination details for the total Scroll Amount collected on a particular day.

Select the below option before clicking on '**Save**' button as necessary.

- a) Is Payment Mode Required
- b) Is Payment Detail Required
- c) Footer Required

Click on **'Save'** button at the bottom to complete the process. User can view/print the scroll day end report.

Pending Scroll/Day End details

If any Pending Scroll/Day End detail record present, select the radio button of the specific date for scroll generation.

Enter denomination details for the total Scroll Amount collected on a particular day. Deposit the cash in Main Cash counter.

Select the below option before clicking on **"Save"** button as necessary.

- a) Is Payment Mode Required
- b) Is Payment Detail Required
- c) Footer Required

Click on **'Save'** button at the bottom to complete the process. User can view/print the scroll day end report.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be saved
- Clear → It will clear all the values entered in the field on the screen.
- Cancel → Window will be closed.

5. Investigation Raising at Billing Counter

Click on **Billing** → **Services** → **Investigation Raising at Billing Counter**

Note: All fields marked with * are mandatory.

Enter **CR#** of the Patient if you know

Or

Click on '**Search Icon**' to select from the list.

Select appropriate '**CR#**' and Click on '**OK**' button.

Enter **Test Code** of Investigation and either click on **GO** or Press **Enter** button.

Investigation for the corresponding test code will be displayed.

In the same way, user may enter multiple investigation test codes.

After adding all investigations, Click on **Save** to raise a request.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be saved
- Clear → It will clear the values entered in the fields.
- Cancel → window will close.

6. IPD Bill Reopen

Click on **Billing** → **Services** → **IPD Bill Reopen**

Note: All fields marked with * are mandatory.

Enter **CR#** of the Patient if you know

Or

Click on '**Search Icon**' to select from the list. Select appropriate '**CR#**' and Click on '**OK**' button.

Check the bill details and enter the remarks and click on **save** button. Then conformation message will generate as '**Data saved successfully**'.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be saved
- Clear → It will clear the values entered in the fields.
- Cancel → window will close.

7. Discount Approval

Click on **Billing** → **Services** → **Discount Approval**

Note: All fields marked with * are mandatory.

Enter **CR#** of the Patient if you know

Or

Click on '**Search Icon**' to select from the list. Select appropriate '**CR#**' and Click on '**OK**' button.

Select the **Test Name** by clicking the check box

Select **Discount By** from dropdown list

select the **Discount Type** and **Discount Reason**.

upload document then click on **save** button.

Then the "Discount Approval Successfully Inserted" message will come on screen.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be saved
- Clear → It will clear the values entered in the fields.
- Cancel → window will close.

8. Online Request Cancellation

Click on **Billing** → **Services** → **Online Request Cancellation**

Note: All fields marked with * are mandatory.

Enter **CR#** of the Patient if you know

Or

Click on '**Search Icon**' to select from the list.

Select appropriate '**CR#**' and Click on '**OK**' button.

select the request number check box

select the “**Cancel By**” and “**Cancellation Reason**” from drop down list

click on **save** button.

“**Selected Request has been Cancelled Successfully**” message will come on screen.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be saved
- Cancel → window will close.

9. Change Credit to Paying Category for IPD

*Click on **Billing** → **Services** → **Change Credited to Paying Category for IPD***

Note: All fields marked with * are mandatory.

*Enter **Admission Number** of the Patient then click on **Generate &Print** button. Then the change credit to paying category report will generate.*

Print – Clear – Cancel buttons

- Print → By clicking the button data will be print.
- Clear → It will clear the values entered in the fields.
- Cancel → window will close

10. View IP Bills

*Click on **Billing** → **Services** → **View IP Bills***

Note: All fields marked with * are mandatory.

*Enter **CR/IP Number** of the Patient and click on go button then select the radio button of admission number then select “**Bill Type**” Consolidated then click on **View** button then the Patient bill can display on the screen.*

11. Adjustment Bill Print

Click on **Billing** → **Services** → **Adjustment Bill Print**

Enter **CR/IP Number** of the Patient and click on go button then Adjustment Bill Screen open select the Credit letter list then click on print.

Then the conformation message will display on screen.

12. TGARSR Transportation Charges Receipt

Click on **Billing** → **Services** → **TGARSR Transportation Charges Receipt**

Enter **CR/IP Number** of the Patient and click on go button then select the radio button of the list then click on **view** button then TGARSR Transportation Charges Receipt will appear on the screen then select the all the mandatory fields and click on **save** button. Then the conformation message will comes on screen.

Save – Cancel buttons

- Save → By clicking the button data will be saved
- Cancel → window will close.

13. Update Staff Room Limit

Click on **Billing** → **Services** → **Update Staff Room Limit**

Enter IP No # of staff patient & Enter room limit and click on Generate button then the updated Staff Room Report will generate.

14. IP Enquiry

Click on **Billing** → **Services** → **IP Enquiry**

Enter **IP** number of a patient and click on **search** button IPD bill of the patient will be shown on the screen.

15. Credit Limit Modification

Click on **Billing** → **Services** → **Credit Limit Modification**

Enter **CR** number of a patient and click on **GO** button then the credit letter list will open on the screen then the user can change the **Sectioned Limit & Room Limit** then click on **OK** then conformation message will comes on the screen.

16. Patient Bill Enquiry

Click on **Billing** → **Services** → **Patient Bill Enquiry**

Enter **CR** number of a patient and select the **Bill Type** then click on **GO** button then user can see the Bill enquiry report then user can select the check box and save as pdf then bill will generate on the screen.

Generate – Clear – Cancel buttons

- **Generate** → By clicking the button data will be Generate.
- **Clear** → It will clear the values entered in the fields.
- **Cancel** → window will close

17. OP Estimation

Click on **Billing** → **Services** → **OP Estimation**

After enter the OP Estimation page u can select With CR No. or Without CR No.

Then enter the all mandatory fields and CR Number then click on **GO** button.

Enter the Tariff Code and select the payment Type and enter all mandatory fields then click on save button. The conformation message will display on the screen.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be Save.
- Clear → It will clear the values entered in the fields.
- Cancel → window will close

18. Service Request at Billing Counter

Click on **Billing** → **Services** → **Service Request At Billing Counter**

Enter Cr No # of a patient *and click on* **Go** button

Then Select the Department Name, Service Area, Procedure & Date of Service

And enter Remarks if any. Then click on save button then the conformation message will be display on the screen.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be Save.
- Clear → It will clear the values entered in the fields.
- Cancel → window will close

19. O P Package Management

Click on **Billing** → **Services** → **O P Package Management**

- Enter Cr No of a patient and click on Go button.
- select package from the list
- Select the service Procedures from the list
- check the final Bill & Click on save button
- The Confirmation Message will display.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be Save.
- Clear → It will clear the values entered in the fields.
- Cancel → window will close

20. Online Refund Approval

Click on **Billing** → **Services** → **Online Refund Approval**

- Select the Refund Request No from the list
- click on check box
- click on save button
- Then the conformation message will displayed.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be Save.
- Clear → It will clear the values entered in the fields.
- Cancel → window will close

21. Online Bill Cancellation

Click on **Billing** → **Services** → **Online Bill Cancellation**

- Enter Cr No of a patient *and click on Go* button.
- Click on Receipt details for Cancellation.
- Select the User Name form the dropdown list.
- Select the Cancellation Reason click on **save** button.
- The Confirmation Message will displayed.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be Save.
- Clear → It will clear the values entered in the fields.
- Cancel → window will close

22. IPD Bill Management

Click on **Billing** → **Services** → **IPD Bill Management**

- Enter Cr No of a patient *and click on Go* button.
- In the 1st tab Enter the tariff details which were use for the patient. Click on save button.
- At 2nd tab enter the bed transfer details. Patient which is transfer from one ward to another. Select the details in the tab. Click on save button.
- At 3rd tab view/finalize the bill status. Select approve button and click on save button.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be Save.
- Clear → It will clear the values entered in the fields.
- Cancel → window will close

23. Cash Collection Offline

Click on **Billing** → **Services** → **Cash Collection Offline**

Enter Cr No # of a patient *and click on* **Go** button. Then Select patient Category & Enter Tariff code then click on **save** button then the conformation message will display on the screen.

Save – Clear – Cancel buttons

- Save → By clicking the button data will be Save.
- Clear → It will clear the values entered in the fields.
- Cancel → window will close.