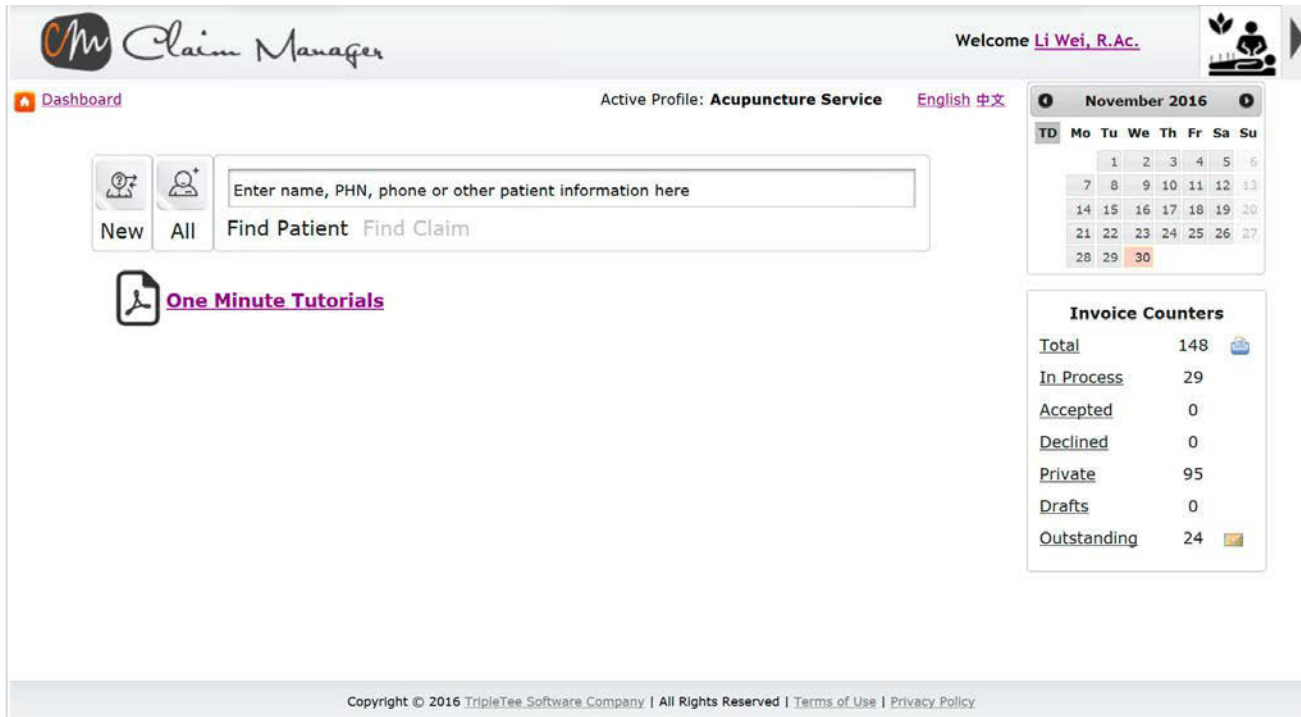# Create multiples MSP claims

Acupuncture

To busy to bill MSP daily?

- You have 90 calendar days to bill MSP for the past visits.

- Do your billing in bulk at your convenience.

- Submit up to ten claims for the same patient at once.

Start from the Dashboard

Dashboard is your starting screen for any new transaction.

Find the patient

Enter the patient's personal health number, phone number, name or nickname (in English or Chinese characters) in the search field to find the patient. The search results will appear as you type in. If you see too many matching records, enter additional information to narrow the results.

Check patient's info

| Patient Info | Extended | Appt. ⊕ | MSP ⊕ | eClaims ⊕ | Private ⊕ | Notes ⊕ |

Patient Record for BING, JOAN

PHN
9753 124 682

Birthdate (mm/dd/yyyy)
01/10/1950

Check MSP

○ Male ● Female

First Name
JOAN

Middle Name

Last Name
BING

Nickname
王静

Address
111 River Rd

City
Richmond

Prov.
BC

Postal Code
V8S3G8

Email
joanbing@email.com

Phone
(604) 896-5623

Phone

Phone

Close   Bill Visit   Book

Mandatory fields for MSP billing: PHN, birthdate, gender and name. All other fields are for your records only. Enter email if you want to email the invoices and explanation of benefits to the patient. Enter the patient's address if you want to display it on the private invoice. Enter nickname and phone number if you want to use them in the search for the patient.

Check MSP eligibility

Click 'Check MSP' to see how much MSP covered visits are left.

Read the real-time MSP report

MSP Patient Record ✖

BING JOAN

Date of Birth: 01/10/1950
Patient Gender: FEMALE
Is Eligible for Medical Coverage Under MSP

PREMIUM ASSISTANCE STATUS:
SERVICES PAID TO DATE - 1
IN PROCESS - 8
ESTIMATED BALANCE - 1

Patient Restriction: NO RESTRICTION

Close

Find the ESTIMATED BALANCE in the Premium Assistance Status section. It shows how many MSP visits are left. If it is more than 0, you can bill the visit to MSP. 'Services paid to date' shows the number of visits paid by MSP for this patient since January 01. It includes total number of visits to acupuncture, massage, physio, chiropractic, naturopathic and podiatrist clinics. 'In Process' shows your services that are still in process at MSP. MSP pays for ten visits in the calendar year unless the premium assistance status is cancelled mid year.

Open new MSP claim screen

If the patient is eligible for MSP, click on the green circle on the MSP tab to create an MSP claim(s).

Click on 🗓️ to create several MSP claims

MSP Claim Record for BING, JOAN

Service On (mm/dd/yyyy)

Therapist
Li Wei, R.Ac.

Office Number
N/A

Diagnostic Code
01A

No Of Service Units
1

Sequential Number
N/A

*DIZZINESS, VERTIGO, INSOMNIA

Fee Item
00142

Fee Amount
23.00

Apppointment
N/A

ACUPUNCTURE SERVICE

☐ Save As Draft

Benefit Assignment Form

Verify on DOS   Close   **Submit**

Click on the small calendar icon next to the 'Service on' field to create MSP claims for several visits. Click on the 'Service on" field to create claim only for one visit.

Select dates of service

When you click on the calendar icon to create multiple claims, you can see the past billing history for the patient. The red dates show past visits. Yellow date shows the current date. Green dates show the selected dates. You can select up to ten dates, because MSP pays for up to ten claims a year.

Click Save

Click Save to save your selection of dates.

Multiple service dates are selected

'Service on' shows 'Multiple' after you selected multiple dates.

Select diagnostic code 🔍

Click on the icon next to the Diagnostic code field to open the catalog and select a code. If you bill for multiple dates, all claims will have the same code. If you want to submit claims with different codes, create them separately. The claims for return patients already have a code filled in.

MSP recommend codes

 The catalog of the diagnostic codes has several tabs. The first tab is MSP recommended codes. This is the list of the codes most often used by acupuncturists. It has 5 pages of codes. To flip pages, click on the blue arrows on the bottom. To select a code, click on the code's number.

Recently used codes

'Recently Used' tab shows your recent codes. Use this tab to find a code that you bill often. To see the full description of the code, hover your mouse over the line. You will see a tooltip like the one for the code 739.4 on this screen shot.
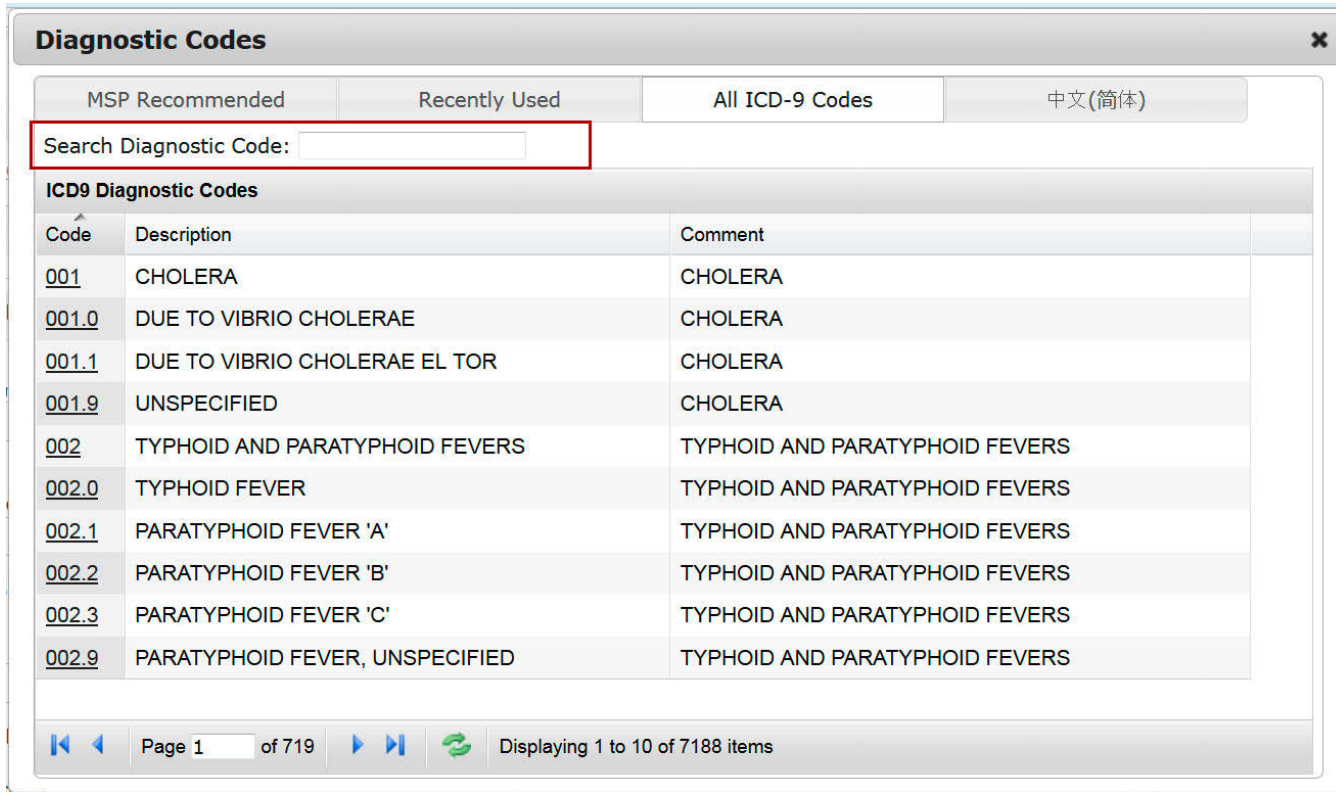
Translated codes

If you want to search for the code in Chinese, click on the last tab. The catalog has four pages. Flip to the next page by clicking the blue arrow on the bottom. If you don't see the code that you want on this list, email us the code number and translation. We will add it to the list.

All ICD-9 codes

If you don't find the code that you want on the first three tabs, open the 'All ICD-9 codes' catalog. This catalog contains the complete list of allowable codes. It has 719 pages. To search through this catalog, start typing the keyword or the code's number in the search field. The search results will narrow down as you type. Click on the number to select the code.

Submit claims

The date of service and diagnostic code are the only data that you need to enter. Click 'Submit' after you complete the claim(s). Click Close to save the claims for later. Check off 'Save as Draft' if the claim(s) is missing any information, and you want to separate the claim(s) in the Draft folder. Click Cancel if you want to abort the transaction and exit without saving your claim(s).

See the list of submitted claims

After you click 'Submit', you will see the list of all MSP claims for the patient, sorted by the office number. The submit claims have 'In process' status. You will also see that the 'In Process' counter have increased by the number of the claims that you have just submitted. 'In Process' counter shows the claims sent to MSP .

Click on the Dashboard to exit

Click on the Dashboard bellow the Claim Manager logo to exit the patient's record and return to your home screen. You have completed your billing for the patient.

Return to the home screen

Find the next patient to do more billing.

Thank you for watching

- www.claimmanager.ca

- 604-626-9903

- info@claimmanager.ca

Contact us with any questions or to start a free 14-day trial.