



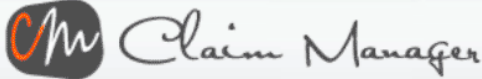

How to use Invoice Counters

Acupuncture


You will learn


- How to use Invoice Counters
- Why you have to remember to submit Outstanding claims and Drafts
- What are In Process and Accepted Claims
- How to see the list of declined claims
- What are private invoices
- How to use Total

Invoice counter shows the status of your claims


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Invoice Counters



Total	159	
In Process	22	
Accepted	13	
Declined	0	
Private	99	
Drafts	0	
Outstanding	25	

Outstanding claims need to be submitted

Invoice Counters		
<u>Total</u>	159	
<u>In Process</u>	22	
<u>Accepted</u>	13	
<u>Declined</u>	0	
<u>Private</u>	99	
<u>Drafts</u>	0	
<u>Outstanding</u>	25	



Outstanding claims are not sent to MSP. You have to submit them to get paid. You have 90 days from the date of service to submit your claims. Always remember to submit your outstanding claims as soon as possible.

Click on the yellow envelope

Invoice Counters		
<u>Total</u>	159	
<u>In Process</u>	22	
<u>Accepted</u>	13	
<u>Declined</u>	0	
<u>Private</u>	99	
<u>Drafts</u>	0	
<u>Outstanding</u>	25	

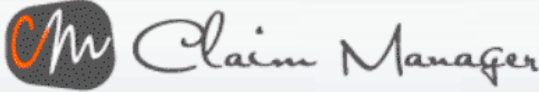
Click on the yellow envelope to submit all your outstanding claims.

Drafts need to become Outstanding







Invoice Counters		
<u>Total</u>	160	
<u>In Process</u>	22	
<u>Accepted</u>	13	
<u>Declined</u>	0	
<u>Private</u>	99	
<u>Drafts</u>	1	
<u>Outstanding</u>	25	



Create drafts if you are missing information and want to separate the claim from other outstanding claims. Drafts cannot be sent to MSP. You have to turn them into Outstanding to be able to submit them. You have to do it one by one.





Take the tick mark off to turn the Draft into the Outstanding

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Patient Info Extended Appt.  MSP  eClaims  Private  Notes  

MSP Claim Record for BING, JOAN  


Service On (mm/dd/yyyy) <input type="text" value="Multiple"/> 	Therapist <input type="text" value="Li Wei, R.Ac."/> 	Office Number <input type="text" value="N/A"/>
Diagnostic Code <input type="text" value="01A"/> 	No Of Service Units <input type="text" value="1"/>	Sequential Number <input type="text" value="N/A"/>
*DIZZINESS, VERTIGO, INSOMNIA		
Fee Item <input type="text" value="00142"/> 	Fee Amount <input type="text" value="23.00"/>	Appointment <input type="text" value="N/A"/>

ACUPUNCTURE SERVICE


☒ Save As Draft

[Benefit Assignment Form](#)







Now you can submit the claim



 Claim Manager


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[Patient Info](#) | [Extended](#) | [Appt.](#)  | [MSP](#)  | [eClaims](#)  | [Private](#)  | [Notes](#)  

MSP Claim Record for BING, JOAN  

Service On (mm/dd/yyyy)
 

Therapist
 


Office Number

Diagnostic Code
 

No Of Service Units

Sequential Number

*DIZZINESS, VERTIGO, INSOMNIA

Fee Item
 

Fee Amount

Appointment

ACUPUNCTURE SERVICE

☐ Save As Draft



[Benefit Assignment Form](#)

Status: Record is not saved. Click 'Submit' to save and submit the claim. Click 'Close' to save it for later.

December 2016

TD	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	3
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Invoice Counters

Total	159	
In Process	22	
Accepted	13	
Declined	0	
Private	99	
Drafts	0	
Outstanding	25	

In Process claims are already submitted



Invoice Counters	
<u>Total</u>	159 
<u>In Process</u>	22
<u>Accepted</u>	13
<u>Declined</u>	0
<u>Private</u>	99
<u>Drafts</u>	0
<u>Outstanding</u>	25 

In Process claims are sent to MSP. It takes MSP about two weeks to process and pay your claims. After the claims are processed they become Accepted.

Accepted claims are paid



Invoice Counters	
<u>Total</u>	159 
<u>In Process</u>	22
<u>Accepted</u>	13
<u>Declined</u>	0
<u>Private</u>	99
<u>Drafts</u>	0
<u>Outstanding</u>	25 

Declined claims need to be resubmitted

Invoice Counters		
<u>Total</u>	159	
<u>In Process</u>	22	
<u>Accepted</u>	13	
<u>Declined</u>	0	
<u>Private</u>	99	
<u>Drafts</u>	0	
<u>Outstanding</u>	25	



If MSP finds an error in your claims, the claims will be declined. Click on the Declined to see the list of all declined claims. Open each claim and read the reason. Most claims can be resubmitted. Click on Duplicate button to correct and resubmit the declined claim.

'Private' shows the invoices paid out-of-pocket

Invoice Counters		
<u>Total</u>	159	
<u>In Process</u>	22	
<u>Accepted</u>	13	
<u>Declined</u>	0	
<u>Private</u>	99	
<u>Drafts</u>	0	
<u>Outstanding</u>	25	

If you use Claim Manager to create private invoice, they will be shown in Private counter.

Total claims

Invoice Counters		
<u>Total</u>	159	
<u>In Process</u>	22	
<u>Accepted</u>	13	
<u>Declined</u>	0	
<u>Private</u>	99	
<u>Drafts</u>	0	
<u>Outstanding</u>	25	

Total counter shows you the list of all your claims. Click on 'Total' to see the list. Click on the printer icon to see the Report master.

You have learned

- How to use Invoice Counters
- Why you have to remember to submit Outstanding claims and Drafts
- What are In Process and Accepted Claims
- How to see the list of declined claims
- What are private invoices
- How to use Total counter

Start your trial today

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- info@claimmanager.ca
- 604-626-9903

