



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

 *Claim Manager*

Welcome [Li Wei, R.Ac.](#)  

[Dashboard](#) Active Profile: **Acupuncture Service** [English](#) [中文](#)

 [New](#)  [All](#) [Find Patient](#) [Find Claim](#)

 [One Minute Tutorials](#)

 **December 2016** 

TD	Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4			
	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

<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 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	

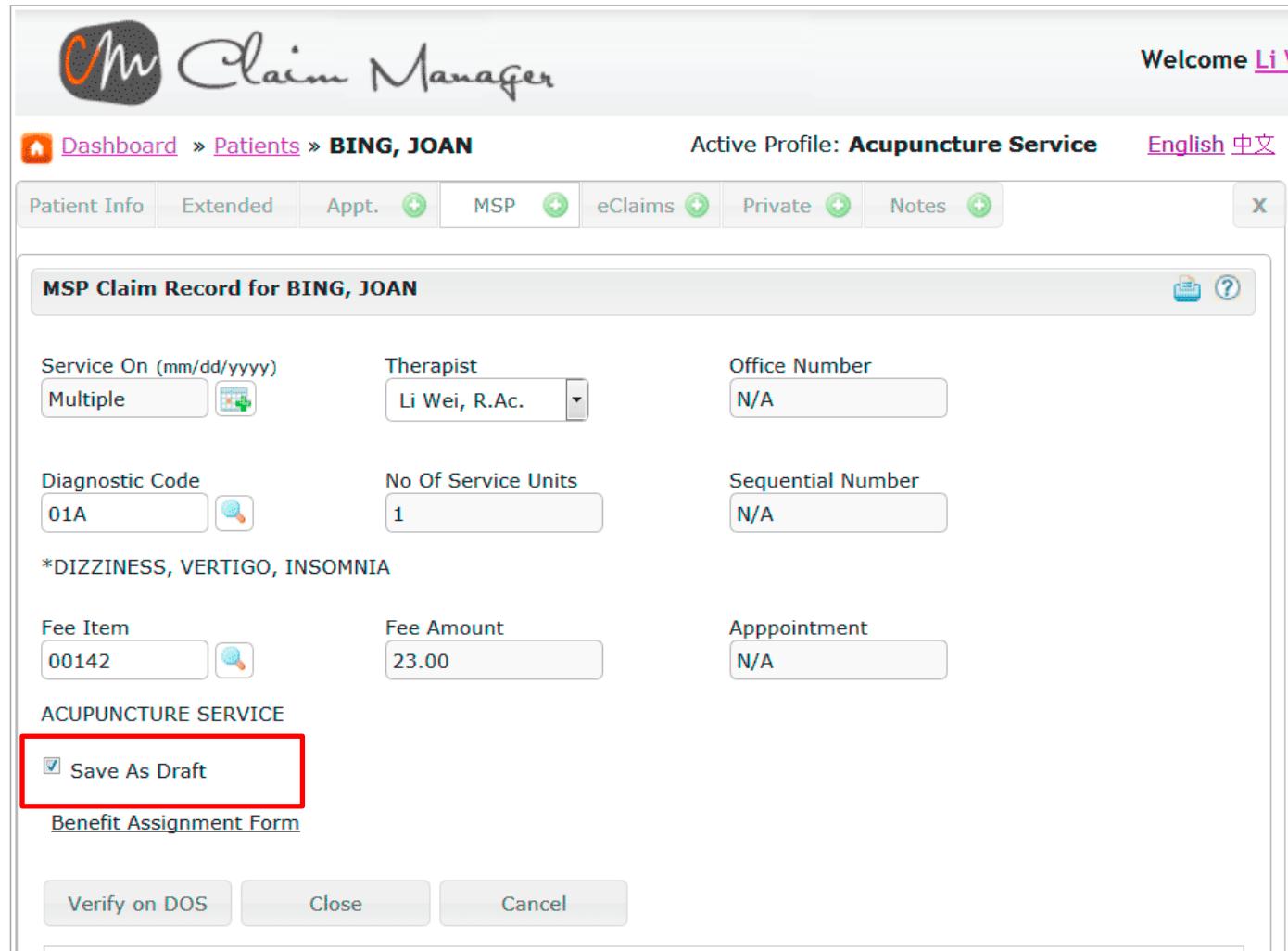
Click on the yellow envelop to submit all your outstanding claims.

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



The screenshot shows the Claim Manager software interface. At the top, there is a logo with the letters 'CM' and the text 'Claim Manager'. To the right, it says 'Welcome Li Wei'. Below the header, there is a navigation bar with links for 'Dashboard', 'Patients', and 'BING, JOAN'. It also shows the 'Active Profile: Acupuncture Service' and language options 'English 中文'. The main content area is titled 'MSP Claim Record for BING, JOAN'. It contains several input fields: 'Service On (mm/dd/yyyy)' with 'Multiple' selected, 'Therapist' set to 'Li Wei, R.Ac.', 'Office Number' showing 'N/A', 'Diagnostic Code' showing '01A', 'No Of Service Units' showing '1', 'Sequential Number' showing 'N/A', 'Fee Item' showing '00142', 'Fee Amount' showing '23.00', and 'Appointment' showing 'N/A'. Below these fields, there is a section titled 'ACUPUNCTURE SERVICE' with a checkbox labeled 'Save As Draft' which is checked. There is also a link 'Benefit Assignment Form'. At the bottom, there are buttons for 'Verify on DOS', 'Close', and 'Cancel'.

CM Claim Manager

Welcome Li Wei

Dashboard » Patients » BING, JOAN

Active Profile: Acupuncture Service English 中文

Patient Info Extended Appt. MSP eClaims Private Notes

MSP Claim Record for BING, JOAN

Service On (mm/dd/yyyy)
Multiple

Therapist
Li Wei, R.Ac.

Office Number
N/A

Diagnostic Code
01A

No Of Service Units
1

Sequential Number
N/A

Fee Item
00142

Fee Amount
23.00

Appointment
N/A

ACUPUNCTURE SERVICE

Save As Draft

[Benefit Assignment Form](#)

Verify on DOS Close Cancel

Now you can submit the claim

 **Claim Manager** Welcome [Li Wei, R.Ac.](#) 

Dashboard » Patients » **BING, JOAN** Active Profile: **Acupuncture Service** English 中文

Patient Info Extended Appt.  MSP  eClaims  Private  Notes  X

MSP Claim Record for BING, JOAN  

Service On (mm/dd/yyyy) Multiple 	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	Appointment N/A
ACUPUNCTURE SERVICE		
<input type="checkbox"/> Save As Draft		
Benefit Assignment Form		
Verify on DOS	Close	Submit
Cancel		

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

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In Process claims are already submitted

Invoice Counters		
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<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	
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<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

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<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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