



# How to: do a HICAPS Quotation



## How to do a HICAPS Quotation

### Step 1

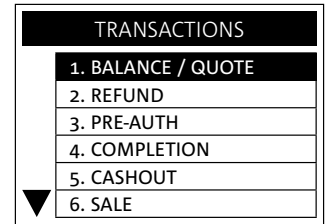
From menu screen select the **TRANS** button on the bottom left of the screen.

Alternatively press the blue function key. **Enter** number '6' and press **ENTER**, then go to step 3.



### Step 2

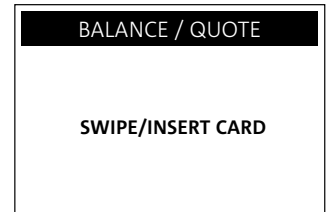
Select option 1 **BALANCE / QUOTE**.



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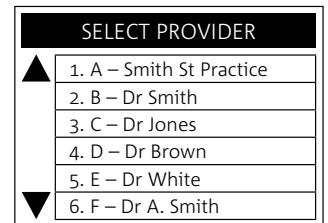
### Step 3

Swipe the patient's health fund card.



### Step 4


Select provider by highlighting the provider's name and press **ENTER** key.



### Step 5

Once you select a provider the number of items you are able to process in one transaction for that health fund will display.


Note: The number of items you are able to process in one claim will vary depending on the health fund.

QUOTE	
<b>MAXIMUM ALLOWED ITEM ENTRIES ARE 16</b>	
	<input type="text"/>
	<input type="button" value="ENTER"/>

### Step 6

Type the patient ID for the patient receiving the quote for service, as listed on the patient's health fund card and press **ENTER** key.


Note: The terminal will automatically default to 01 or the patient ID used for a previous item if adding further items to the quote.

QUOTE	
<b>PATIENT ID</b>	<b>01</b>
	<input type="text"/>
	<input type="button" value="CLEAR"/>

### Step 7


Type in the item number for the quote and press **ENTER**.

Note: The HICAPS' Quick Reference Guide' lists the most commonly used item number.

QUOTE	
<b>ITEM NUMBER</b>	
	<input type="text"/>
	<input type="button" value="CLEAR"/>

### Step 8


Today's date will display. Press the **ENTER** key.

QUOTE	
<b>DATE SERVICE</b>	<b>dd, mmm DDMM</b>
	<input type="text"/>
	<input type="button" value="CLEAR"/>

### Step 9

Type in the item cost (eg. \$45.00 is entered as 4500) then press the **ENTER** key.

The terminal may be set up to automatically default to the last \$ amount charged for this item. If this amount is correct simply press the **ENTER** key. If not, then overwrite with the new amount.



QUOTE	
<b>ITEM COST</b>	
	<input type="text" value="\$0.00"/>
	<input type="button" value="ENTER"/>

### Step 10

The terminal will display a summary of the quote item.

To change any part of the item simply press the **Mod** key to the left of the screen and enter the new details.

If you have further items to add to this quote, press the **ADD** key. Then return to Step 6.

QUOTE - PATIENT ID 01	
	<01/01>ITEM # 0001
	<b>DATE SERVICE 26, MAR</b>
Mod	<b>ITEM COST \$45.00</b>
	Press REPORTS to Print
	<input type="button" value="ADD"/>

### Step 11

To complete the quote press the enter key.

### Step 12

To confirm the quotation press the **YES** key on the right of the screen or press the **ENTER** key. The quote will be sent to the health fund for processing.

Once the quote is processed by the health fund, the terminal will automatically print a receipt. The receipt is the patient's copy and details that the quote is only valid at the time of processing.

QUOTE	
<b>SEND TO HEALTH FUND?</b>	
<b>01 RECORD &lt;S&gt;</b>	
<b>TOTAL</b>	<b>\$45.00</b>
<b>PHYSIO</b>	<b>01</b>
<input type="button" value="NO"/>	<input type="button" value="YES"/>

# Glossary of terminal keys

The **backspace** key will delete the last character typed.



Note: This will only be a backspace key if located on the bottom left hand corner of the screen.

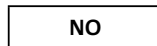
The **Clear** key will delete the last set of characters typed.



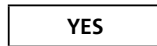
Use this terminal key to answer **'yes'** to a question



Use this terminal key to answer **'no'** to a question



Use this terminal key to answer **'yes'** to a question



The **arrow** keys will allow you to scroll up and down to view each item in the claim.

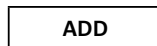


Note: You can only do this if there is more than one item in the claim.

The **Mod** key allows you to go back and modify any details for that item number. To select different items you can use the arrow keys.

**Mod**

Use this key to **add** another patient or item to the quote.



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# HICAPS Help Desk

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