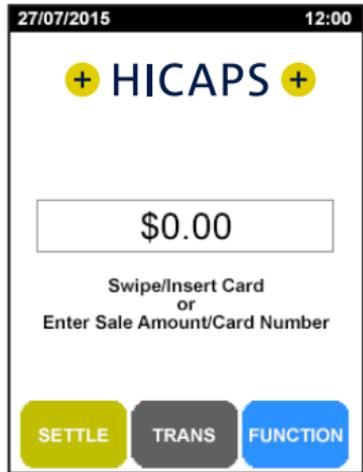# ⊕ HICAPS ⊕

HOW TO
DO A HICAPS QUOTATION

This page has been left blank intentionally
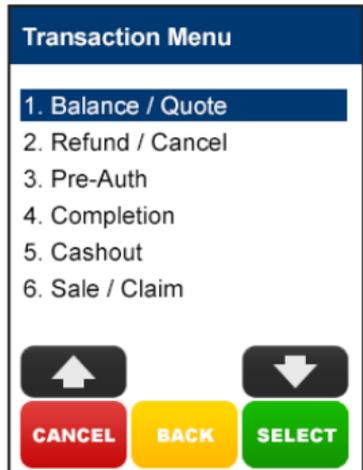
How to do a HICAPS Quotation

step 1
Access the Transactions menu by pressing **[TRANS]** on the touch screen

Alternatively press **[FUNCTION]** on the touch screen and select option **6. Balace Enquiry/Quote** and press **[SELECT]**, then go to Step 3
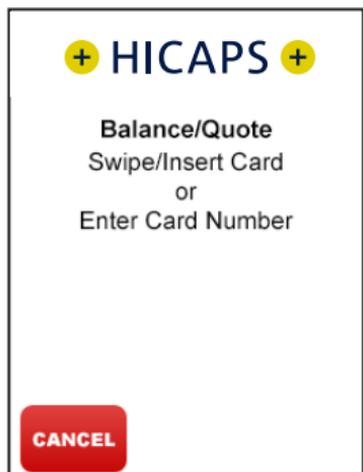
step 2
Select option **1. Balance / Quote** and then press **[SELECT]**

step 3
Swipe the patient's health fund card.

step 4

Use the arrows on the touch screen to choose the **Provider** that you would like to quote with and press **[SELECT]**

Note: This prompt will only be displayed if more than one provider is loaded into the terminal

Select Provider

1. Craig M
2. Benjamin B
3. Chris W
4. Brett B
5. Scott E

CANCEL   BACK   SELECT

step 5

Using the keypad, enter the 2-digit **Patient ID** printed on the card and press **[OK]**

Note: This value will default to 01 if nothing is entered

HICAPS

Item Count nn   Max Item nn

Quote
Patient ID

01

Please press OK to confirm

CANCEL   CLEAR   OK

step 6

Using the keypad, enter the **Item Number** and press **[OK]**

HICAPS

Item Count 1   Max Item 23

Item Number

Please press OK to confirm

CANCEL   CLEAR   OK

step 7

Using the keypad, enter the **Clinical Code, Tooth Numbe**r or **Body Part** and press **[OK]**

Note: This step will only appear if the provider being transacted with has a prompt option enabled in the Provider Settings (Function 54)

step 8

Using the keypad, enter the **Date (DD/MM)** for the treatment you are quoting for and press **[OK]**.

To accept the current date just press **[OK]**

step 9

Using the keypad, enter the **Item Cost** and press **[OK]**

Note: This field will default to the last cost charged for the same item if item memory is enabled for this provider

step 10

The terminal will then display a **Quote Summary** of the item(s) entered.

By pressing the **[MODIFY]** button on the touch screen, you are able to modify any of the items that have been entered by repeating the steps above

Note: To scroll through multiple items use the up and down arrows displayed on the screen

To add an item to the quote, simply press the **[ADD]** button on the touch screen and repeat the steps above

To remove an item from the quote, simply press the **[REMOVE]** button on the touch screen and then press **[YES]** to confirm the deletion

step 11

If the **Quote Summary** is correct, press the **[SEND]** button on the touch screen

step 12

If no further changes are required, press **[YES]** to send the quote to the Health Fund.

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.

This page has been left blank intentionally

MORE INFORMATION

Visit **hicaps.com.au**, or
Call HICAPS hotline on **1800 80 57 80**

Monday to Friday 8am – 6pm (EST)

a ⭐ nab company