

+ HICAPS +

HOW TO DO A HICAPS QUOTATION



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A wholly owned subsidiary of National Australia Bank Limited
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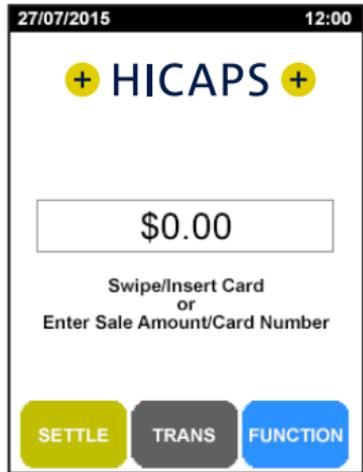
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How to do a HICAPS Quotation

step 1

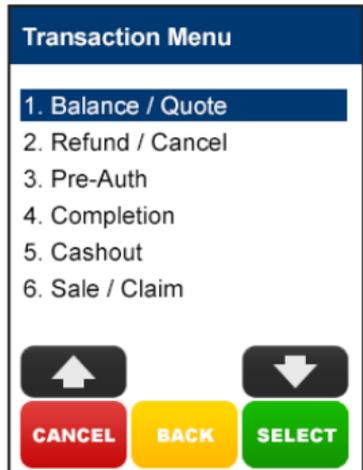
Access the Transactions menu by pressing **[TRANS]** on the touch screen

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



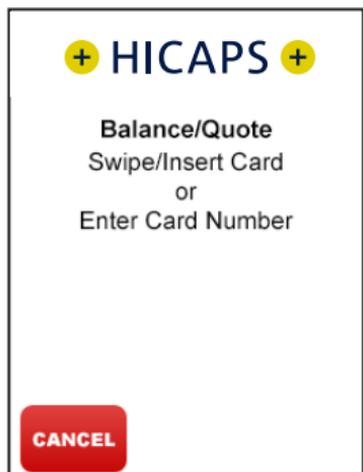
step 2

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]**

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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 Number** 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)

The screenshot shows a mobile application interface for HICAPS. At the top, it says '+ HICAPS +' in yellow. Below that, 'Item Count nn' and 'Max Item nn' are displayed. The main heading is 'Quote' followed by 'Body Part'. A text input field contains the value '00'. Below the input field, it says 'Please press OK to confirm'. At the bottom, there are three buttons: a black button with an upward arrow, a red button labeled 'CANCEL', a yellow button labeled 'CLEAR', and a green button labeled 'OK'. A black button with a downward arrow is also visible to the right of the upward arrow button.

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]**

The screenshot shows a mobile application interface for HICAPS. At the top, it says '+ HICAPS +' in yellow. Below that, 'Item Count nn' and 'Max Item nn' are displayed. The main heading is 'Quote' followed by 'Date of Service' and 'DD/MM'. A text input field contains the value '1407'. Below the input field, it says 'Please press OK to confirm'. At the bottom, there are three buttons: a black button with an upward arrow, a red button labeled 'CANCEL', a yellow button labeled 'CLEAR', and a green button labeled 'OK'. A black button with a downward arrow is also visible to the right of the upward arrow button.

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

The screenshot shows a mobile application interface for HICAPS. At the top, it says '+ HICAPS +' in yellow. Below that, 'Item Count nn' and 'Max Item nn' are displayed. The main heading is 'Quote' followed by 'Item Cost'. A text input field contains the value '\$0.00'. Below the input field, it says 'Please press OK to confirm'. At the bottom, there are three buttons: a black button with an upward arrow, a red button labeled 'CANCEL', a yellow button labeled 'CLEAR', and a green button labeled 'OK'. A black button with a downward arrow is also visible to the right of the upward arrow button.

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

+ HICAPS +		
Quote Summary		
Item n/n		
Patient ID	01	
Item Number	nnn	
Date of Service	DDMM	
Item Cost	\$00.00	
Press ENTER to SEND		
MODIFY		
ADD	REMOVE	SEND

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.

+ HICAPS +	
Quote	
Send to Health Fund?	
Item(s)	nn
Total	00.00
<Provider Name>	
NO	YES

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MORE INFORMATION

Visit **hicaps.com.au**, or

Call HICAPS hotline on **1800 80 57 80**

Monday to Friday 8am – 6pm (EST)

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