



# How to do a HICAPS Quotation



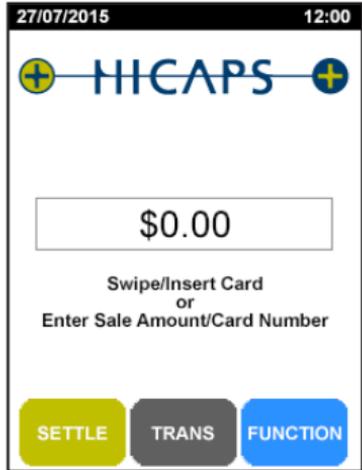
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# How to do a HICAPS Quotation

## step 1

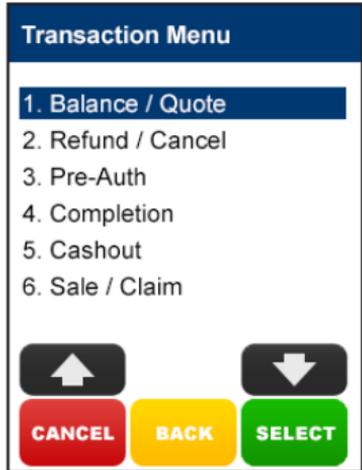
Access the Transactions menu by pressing **[TRANS]** on the touch screen

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



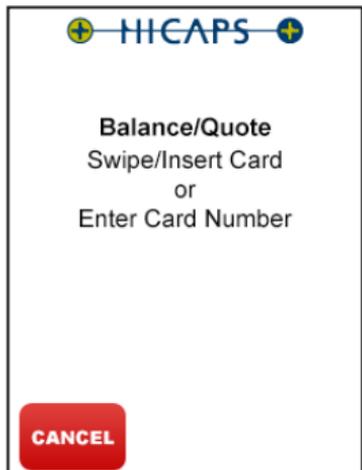
## step 2

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]**

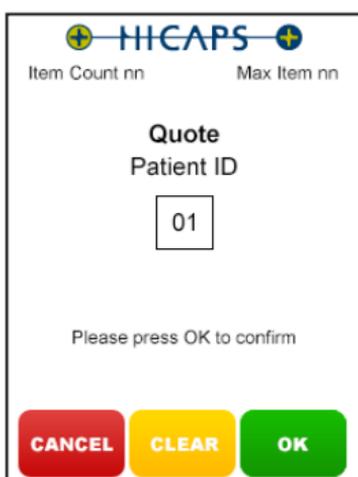
*Note: This prompt will only be displayed if more than one provider is loaded into the terminal*



#### 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*



#### step 6

Using the keypad, enter the **Item Number** and press **[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 the HICAPS keypad interface. At the top, the HICAPS logo is centered, flanked by two blue plus signs. Below the logo, the text 'Item Count nn' is on the left and 'Max Item nn' is on the right. The main heading is 'Quote' followed by 'Body Part'. A white input box contains the number '00'. Below the input box, the text 'Please press OK to confirm' is displayed. At the bottom, there are three buttons: a black button with a white up arrow, a red button labeled 'CANCEL', a yellow button labeled 'CLEAR', and a green button labeled 'OK'.

### 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]**

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### 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*

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### 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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## HICAPS Help Desk

1300 650 852

[www.hicaps.com.au](http://www.hicaps.com.au)

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