HOW TO: COMPLETE A QUICK HICAPS TRANSACTION FOR iPhone OR Apple Watch

 Pay
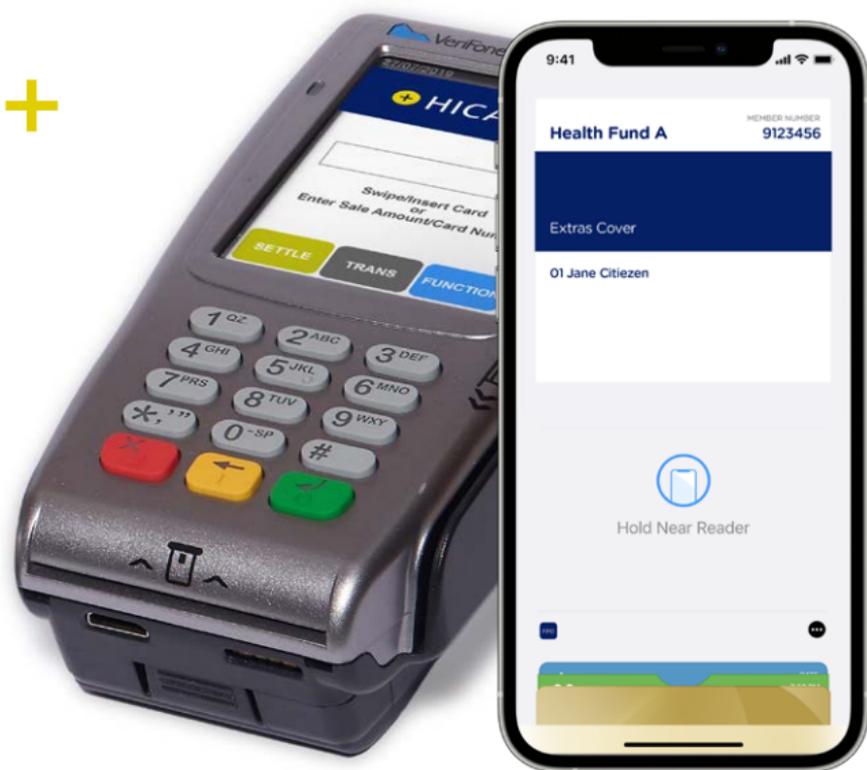
Processing a HICAPS claim transaction for iPhone or Apple Watch

Access pass (digital card) in Apple Wallet

- **On iPhone with Face ID and Apple Watch:** Double click the side button select the pass (digital card) from Wallet.

- **On iPhone with Touch ID:** Double click the Home button from the lock screen.

Patient selects their health fund membership card from Apple Wallet.

Hold the device (iPhone or Apple Watch) near the terminal* reader.

If the patient has multiple members on the card, your patient can get their Patient ID by tapping the ellipse ••• or from their health fund's app.

| 27/07/2015 | 12:00 |

✚ HICAPS ✚

$0.00

Swipe/Insert/Tap digital card
or
Enter Sale Amount/Card Number

SETTLE TRANS FUNCTION
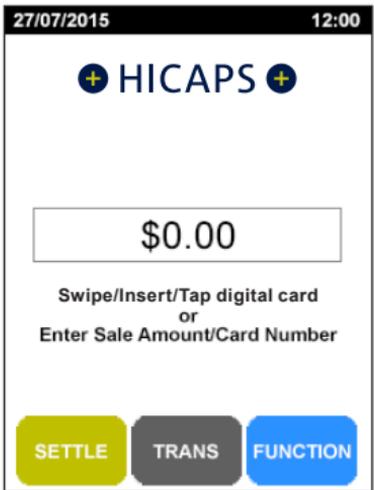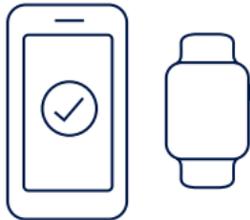
step 2

Use the arrows on the touch screen to choose the **Provider** that you would like to claim 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 3

Using the keypad, enter the 2-digit **Patient ID** printed on the card relating to the specific patient receiving treatment and press **[OK]**

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

➕ HICAPS ➕

Item Count nn   Max Item nn

Claim
Patient ID

01

Please press OK to confirm

CANCEL CLEAR OK

step 4

Using the keypad, enter the **Item Number** associated with the treatment supplied and press **[OK]**

➕ HICAPS ➕

➕ HICAPS ➕

Item Count 1   Max Item 23

Item Number

Please press OK to confirm

CANCEL CLEAR OK

step 5

Using the keypad, enter the **Clinical Code**, **Tooth Number** or **Body Part** in which the treatment supplied was performed and press **[OK]**

Note: This step will only appear if the provider being transacted with has a prompt option enabled

step 6

Using the keypad, enter the **Date (DD/MM)** in which the treatment supplied was performed and press **[OK]**. To accept the current date just press **[OK]**

step 7

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.

To enter a different amount simply key in the new item cost and select **[OK]**.

step 8

The terminal will then display a **Claim 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

8A

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

8B

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

step 9

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

step 10

You will be asked if the summary is correct. If no further changes are required, press **[YES]** to send to the Health Fund.

Note: When the claim has been approved the terminal will prompt to pay any gap amount. You can process the EFTPOS transaction or press [CANCEL] to return to the idle screen

➕ HICAPS ➕
Claim 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**

➕ HICAPS ➕

Claim
Send to Health Fund?

Item(s)	nn
Total	00.00
<Provider Name>	

NO **YES**

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HICAPS Help Desk is available
8am to 10pm (AEDT)
Monday to Saturday
1300 65 08 52
www.hicaps.com.au

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