HOW TO DO A HICAPS QUOTATION
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How to do a HICAPS Quotation

**step 1**

**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)*

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.
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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)