



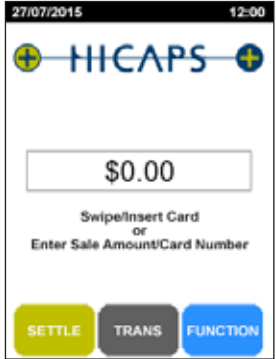
how to: complete a quick HICAPS transaction



Processing a HICAPS claim transaction (HICAPS terminal)

step 1

To start a HICAPS Claim transaction, simply **swipe** the patient's Health Fund card through the terminal



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*



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*



step 4

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



The screenshot shows the HICAPS interface for entering an item number. At the top, the HICAPS logo is centered, flanked by two blue circular icons containing a plus sign. Below the logo, the text "Item Count 1" is on the left and "Max Item 23" is on the right. The main heading is "Item Number" in bold. Below this heading is a large, empty rectangular input field. Underneath the field, the text "Please press OK to confirm" is displayed. At the bottom of the screen, there are three buttons: a red "CANCEL" button on the left, a yellow "CLEAR" button in the middle, and a green "OK" button on the right.

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*



The screenshot shows the HICAPS interface for entering a claim clinical code. At the top, the HICAPS logo is centered, flanked by two blue circular icons containing a plus sign. Below the logo, the text "Item Count nn" is on the left and "Max Item nn" is on the right. The main heading is "Claim Clinical Code" in bold. Below this heading is a rectangular input field containing the number "00". Underneath the field, the text "Please press OK to confirm" is displayed. At the bottom of the screen, there are five buttons: a black button with a white upward-pointing arrow on the left, a black button with a white downward-pointing arrow on the right, a red "CANCEL" button in the bottom left, a yellow "CLEAR" button in the bottom middle, and a green "OK" button in the bottom right.

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]**



The screenshot shows the HICAPS interface for entering a claim date of service. At the top, the HICAPS logo is centered, flanked by two blue circular icons containing a plus sign. Below the logo, the text "Item Count nn" is on the left and "Max Item nn" is on the right. The main heading is "Claim Date of Service DD/MM" in bold. Below this heading is a rectangular input field containing the date "1108". Underneath the field, the text "Please press OK to confirm" is displayed. At the bottom of the screen, there are five buttons: a black button with a white upward-pointing arrow on the left, a black button with a white downward-pointing arrow on the right, a red "CANCEL" button in the bottom left, a yellow "CLEAR" button in the bottom middle, and a green "OK" button in the bottom right.

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*

HICAPS

Item Count nn Max Item nn

Claim
Item Cost

\$0.00

Please press OK to confirm

↑ ↓

CANCEL CLEAR 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*

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

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

HICAPS

Claim Summary

Item n/n

Patient ID 01
Item Number nnn
Date of Service DDMM
Item Cost \$00.00

Press ENTER to SEND

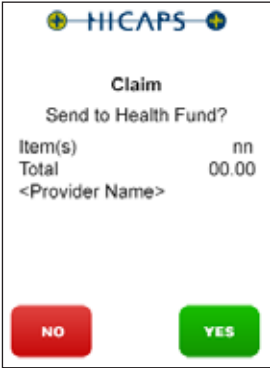
MODIFY

ADD REMOVE SEND

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



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