



How to lodge WorkSafe invoices on your HICAPS terminal



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Submitting WorkSafe invoices on your HICAPS terminal

step 1

Using the keypad on the terminal, enter the WorkSafe HICAPS number (90360115) and insert the 11 digit claim number (provided by the patient) and press **[OK]**

The screenshot shows the HICAPS terminal interface. At the top, the HICAPS logo is displayed. Below it, the text 'Sale / Claim' is centered. Underneath, the prompt 'Enter Card Number' is shown above a rectangular input field. Below the input field, the text 'Please press OK to confirm' is displayed. At the bottom of the screen, there are three buttons: a red 'CANCEL' button, a yellow 'CLEAR' button, and a green 'OK' button.

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

The screenshot shows the HICAPS terminal interface for selecting a provider. The title 'Select Provider' is at the top. Below it is a list of five providers: 1. Craig M, 2. Benjamin B, 3. Chris W, 4. Brett B, and 5. Scott E. The first option, '1. Craig M', is highlighted with a blue background. Below the list are two arrow buttons: an upward-pointing arrow and a downward-pointing arrow. At the bottom of the screen, there are three buttons: a red 'CANCEL' button, a yellow 'BACK' button, and a green 'SELECT' button.

step 3

Using the keypad, enter the 2-digit **Patient ID** and press **[OK]**. Use 01 for all Worksafe claims

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

The screenshot shows the HICAPS terminal interface for entering a patient ID. At the top, the HICAPS logo is displayed. Below it, the text 'Item Count nn' and 'Max Item nn' are shown. The main prompt is 'Claim Patient ID' above a rectangular input field containing the value '01'. Below the input field, the text 'Please press OK to confirm' is displayed. At the bottom of the screen, there are three buttons: a red 'CANCEL' button, a yellow 'CLEAR' button, and a green 'OK' button.

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 plus signs. 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]**, or just press **[OK]** to use the default of 00

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 tooth number. 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 "Claim Tooth Number" in bold. Below this heading is a rectangular input field containing the number "01". 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 up arrow on the left, a black button with a white down 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 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 "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 up arrow on the left, a black button with a white down 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



The screenshot shows the HICAPS interface for entering an item cost. At the top, it says 'HICAPS' with a logo. Below that, 'Item Count nn' and 'Max Item nn' are visible. The main heading is 'Claim Item Cost'. A text box contains '\$0.00'. Below the text box, it says 'Please press OK to confirm'. At the bottom, there are three buttons: a red 'CANCEL' button, a yellow 'CLEAR' button, and a green 'OK' button. Above the 'OK' button are two black buttons with white arrows pointing up and down.

step 8

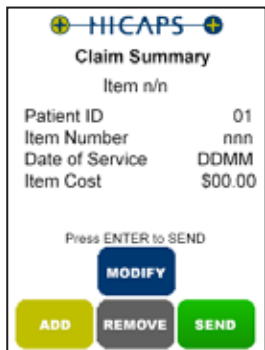
The terminal will then display a **Claim Summary** of the item(s) entered.

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

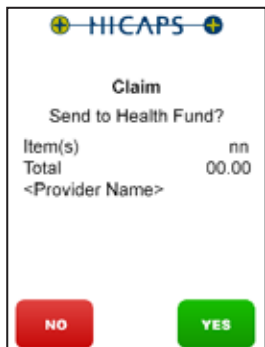
To remove an item from the claim, simply press the **[REMOVE]** button on the touch screen and then press **[YES]** to confirm the deletion



The screenshot shows the HICAPS 'Claim Summary' screen. It displays the following information: 'Patient ID 01', 'Item Number nn', 'Date of Service DDMM', and 'Item Cost \$00.00'. Below the summary, it says 'Press ENTER to SEND'. At the bottom, there are three buttons: a yellow 'ADD' button, a grey 'REMOVE' button, and a green 'SEND' button. A blue 'MODIFY' button is positioned above the 'REMOVE' button.

step 9

If the **Claim Summary** is correct, press the **[SEND]** button on the touch screen and an invoice will be submitted to WorkSafe for assessment



The screenshot shows the HICAPS 'Claim' screen with the heading 'Send to Health Fund?'. It displays the following information: 'Item(s) nn', 'Total 00.00', and '<Provider Name>'. At the bottom, there are two buttons: a red 'NO' button and a green 'YES' button.

Submitting a WorkSafe Invoice via Practice Management System

To start a HICAPS Claim Transaction, simply send the transaction to HICAPS by clicking on the HICAPS icon on your Practice Management System screen.

When the terminal receives the transaction details from your Practice Management System, the terminal will prompt for the customer card to be swiped. For WorkSafe simply key enter the WorkSafe HICAPS number (9036 0115) and 11 digit claim number (provided by the patient). The results from the transaction will be returned directly to the Practice Management System.

For further assistance on processing a Practice Management System transaction please contact your Practice Management System provider.

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HICAPS Help Desk

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