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]

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 and press [OK]. Use 01 for all Worksafe claims

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]

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

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*

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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

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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
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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