

ABS Billing Process

Before creating your ABS bill ensure you have the NL ABS template set as your default.

Setting NL ABS Template as Default (if not already)

NOTE: this can only be done by someone who has template admin rights.

1. Select 'Templates' from main EMR screen.



- 2. Select OBS.
- 3. Select Category Billing ABS.
- 4. See Template Name = *ABS Claim (NL).
- If there is a 'Paper' icon to the left of the template name, this means you already have this as your default.

Category Billing - ABS	Ŧ	Template Name				
Category	÷ •	Template Name				
Billing - ABS	R	*ABS Claim (NL)				

5. If you do not see the 'Paper' icon, right click and select 'Make Default Template.'

Template Management																	
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ABS Billing Process

Creating ABS Bill

1. Select the 'My Bills' icon located at the top right of main EMR screen.

2. Right click on 'Create' and select 'ABS billing.'



3. ABS screen is displayed (full screenshot below):

- Enter start/end date required
- Enter start/end time required
- Enter number of units worked (hrs worked) required for most fee codes

***NOTE:** if you have to enter patient's info:

#1 - Select 'Yes' at the bottom of ABS for 'Patient Log Indicator' and click the 'Down Arrow' and 'Plus Sign' each time you enter MCP/Name. If required: Enter MCP and patient's first and last name ONLY.

#3 - Create the bill. Select the 'Bill' icon (if 'Bill' icon is not displayed, click the **#2** 'Blue Chevron' icon in the 'Task' section then select the <u>#3 bill icon</u>).

*NOTE: Number of units worked on ABS have to match the 'Calls (qty)' on the bill – outlined below.

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ABS Billing 20 years	N			
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Passan (Patient Given Name		
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Billing screen (ABS code, call qty and Inst/Hosp code if required) Enter your billing ABS code under 'Service Code' and click 'Enter.'

