

# eDOCSNL

ELECTRONIC MEDICAL RECORD

## BLENDED CAPITATION ENROLMENT AND ROSTERING PROCESS

The process for **patient rostering** for a Blended Capitation Group involves two steps:

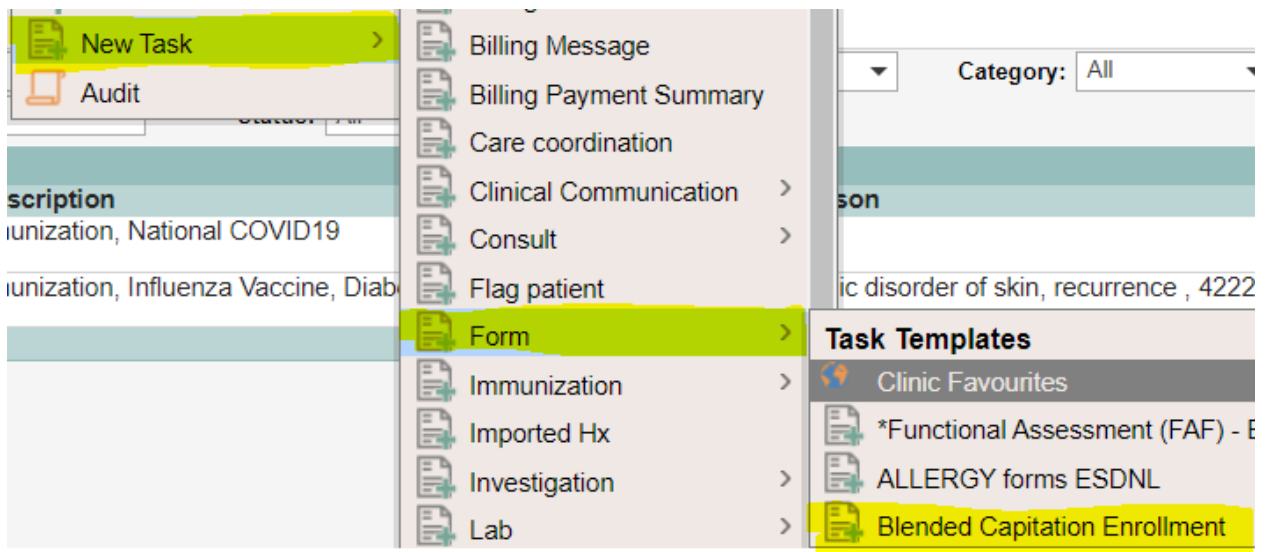
1. Complete a Blended Capitation Enrollment Form
2. Select the Blended Capitation Checkbox and enter a Rostering Fee Code in the Billing window

### 1. Blended Capitation Enrollment Form

Each patient to be rostered in the EMR requires a completed Blended Capitation Patient **Enrollment Form**. The form is located under the task category of Form. The Form is called **Blended Capitation Enrollment**. This Form can be completed by clerical staff during the process of a check-in or over a virtual call with the physician? The patient does not have to sign the Enrollment Form. The patient will be asked whether they wish to enroll in the Blended Capitation group. It will be a verbal agreement with the patient.

Creating and completing this task can be done from the Daysheet, from the Visit, or from the Billing window.

### Daysheet



## Visit

## Billing Window

Right click at the top of the screen beside the patients name and select New Task, Category of Form, and then select the Blended Capitation Enrolment form.

## 2. Blended Capitation Checkbox and Rostering Fee Code

Once the Patient Enrollment Form is completed, roster the patient by checking the Blended Capitation checkbox in the upper portion of the billing window. Enter the appropriate Rostering Fee Code (see list below) to communicate to MCP that a patient has been rostered. Approve the bill for communication of the Rostering Fee Code to MCP:

Tracy Hancock 53 years (709) 338-8439

**Bill**

Billing Provider\* Kennedy, Martina Blended Capitation  Referral Code Non-referred patient  Inst./Hosp. Code Select Favourite...

Service Code 1 Rostered Female Code 00000F Skill  Calls (qty) 1 Date\* 18-Mar-2024 Insurer NL - 379710137256

Diagnosis  Code  Premium  Remarks Code  3rd Party Insurer  Select Favourite...

Unit  BCM  Write-off  Total  Paid  Balance  Status Pending

Payee # 151515 - Dr. M.  Admission Date dd-MMM-yyyy  SHV Last Date dd-MMM-yyyy  IC Code  Provider Capacity 0 - Surgeon and/or Atter

The Rostering Fee Code can be entered at the same time as the routine bills that need to be submitted for the patient visit or outside of the visit.

This zero-valued fee code will go to MCP and the bill will remain on the chart for reference. The patient’s rostering process is complete.

**ROSTERING FEE CODES**

These three fee codes are for communication of “rostering” status and are valued at “0” dollars:

Rostered Female	00000F	Favourite	<input type="checkbox"/>
Rostered Male	00000M	Favourite	<input type="checkbox"/>
Rostered Other	00000O	Favourite	<input type="checkbox"/>

**Note:**

If a patient leaves the Blended Capitation group, a de-rostered fee code should be entered and approved to communicate to MCP that they have left the group. Billing staff and providers will update MCP on the patient rostering status by entering the appropriate fee code.

Tracy Hancock 53 years (709) 338-8439  

### Bill

Billing Provider*	Blended Capitation	Referral Code	Inst./Hosp. Code		
Kennedy, Martina	<input type="checkbox"/>	Non-referred patient	Select Favourite...		
Service Code 1	Code	Skill	Calls (qty)	Date*	Insurer
De-Rostered	00000D		1	18-Mar-2024	NL - 379710137256
Diagnosis	Code	Premium	Remarks Code		3rd Party Insurer
					Select Favourite...
Unit	BCM	Write-off	Total	Paid	Balance
0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00
					Status
					Pending
Payee #	Admission Date	SHV Last Date	IC Code	Provider Capacity	
151515 - Dr. M	dd-MMM-yyyy	dd-MMM-yyyy	<input type="checkbox"/>	0 - Surgeon and/or Atter	