

# Blended Capitation: Rostered Patient and Remittance Report Tips for EMR

\*\*Please note, images captured in test environments. These do not represent real data.

This tip sheet includes 3 sections:

- A. Favoriting Dashboards
- B. Running Reports to count Rostered Patients and estimate Capitation Payment
- C. Obtaining a detailed Remittance Report for Fee for Service Claims Payments

## A. Dashboards to be Favorited for Blended Capitation include:

- "Blended Capitation" Main dashboard used to track panel, forms and rostering specifically for Blended Capitation purposes.
- "Ministry Claims Review (NL)"- Generally used as the main billing dashboard, "action required" items can be found here. Billing messages in lower lefthand column important to review, as rostering messages from MCP, such as patient defroster due to expired MCP, will only be visible in this area.
- "Billing Remittance (NL)" Where billing remittances can be found, in addition to billing messages.

#### To Favorite a Dashboard:

1. Right click on any of the Dashboard icons



2. This will open a menu; scroll down and hover over "Open Dashboard"



3. Begin to type the name of the dashboard you wish to favorite (i.e. Billing remittance) and select the dashboard from your list:

billing	^
Open 'Billing Remittance (NL)'	

4. The dashboard will appear. Click the heart with on the left hand side of the screen.

Administrative	NLCHI:Nicosia zzBrake For: zzBrake, Nicosia ~	*Ministry Claims Rev *MyQ Dashboard Medication Search
Billing Remittance - Point i	n Time	Payee Num: Explanatory Codes

5. Once the heart has been clicked, it will disappear. Clicking on any of the other dashboards will then reveal the newly favorited dashboard.



# B. Running Reports to count Rostered Patients and estimate Capitation Payment:

To obtain a report showing approximate numbers of the Blended Capitation Rostered Patients, go to the Blended Capitation dashboard.

1. In the center column, go to the bottom widget (block of information), titled "My Patients with Rostered and De-Rostered Bills. Select your name:

No data found matching filter.	Nicosia Brake	5	(4)	•
My Patients with NO Enrollment form completed	Total	5	BCM Enrollment Form Completed <16yrs YES BCM Enrollment Form Completed <16yrs No	Î
Count	My Patients with Rostered Bill but Fo	rm NOT Co	Count Nicosia Brake 1	
Nicosia Brake 48 - My Patients with Rostered Bill but NO Blended (	Nicosia Brake	Count 50	Patient with NO Primary Provider with Enrolli	mei
No data found matching filter.	Total	50	Rostered Bills Submitted (Unassigned Primary Provider)	-
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	My Patients with Rostered and De-Ro	stered Bills	otal	5
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2. A reports menu will populate. Select the dropdown next to Type:

Practice Mgmt Reportir	ng			Download Batches	Reference	Hel
Criteria	🔒 👁 Unmask	Reports 🗸				
Template: Rostered F	<u> </u>	Type: Field Filter:	Patients List			
Status  Active Primary Provider Brake	✓ Nicosia ✓	Searching Type: Se	velect search type v 🔊 Search	L	imit 200 🔻	

3. Scroll to the top of the list until you come to Age Histogram - 5 year Groups:



4. Then select the printer icon to the right of the selected report:

Reports 💙		_	
Туре:	Age Histogram - 5 year Groups	-	0

A PDF report will then generate.

The first page will give a breakdown of the category selected; for example, rostered female. At the bottom of the second page, a table of the patient panel that may include not only the rostered female, but rostered male and other as well. If not, you will have to run for each category (ie. Rostered Male, Rostered Female, and Rostered Other) from your BCM dashboard.

								Ca	lcula	ation	s By	Age	And	Gend	ler								
Gender	0-4	5.9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-99	100+	U	Total
М	1	1	2	2	1	2	0	3	6	3	4	10	4	3	I	0	1	1	1	0	0	0	46
F	0	1	2	0	1	0	1	1	0	1	0	1	1	1	3	0	0	0	0	0	1	0	14
0	3	3	0	0	2	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	10
U	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	4	5	4	2	4	2	1	5	6	4	4	11	5	5	4	0	1	1	1	0	1	0	70

**Note**: This provides an estimate only, as it pulls only from EMR data, not the confirmed rostered patients by MCP. The actual number of rostered patients with MCP will fluctuate depending on a number of factors.

These numbers can be plugged into the <u>BCM Bi-Weekly Estimated Payment Calculator</u>. The BCM Bi-Weekly Estimated Payment Calculator is an interactive tool developed by the FPRP's Blended Capitation Program to assist physicians in estimating their biweekly blended capitation payments based on the characteristics of their patient roster. If you use this calculator, you acknowledge that the returned results are estimates and results may vary from actual payments calculated in accordance with Schedule R. The calculator uses roster data and physicians are encouraged to review and validate their list of attached patients prior to using the tool for best results.

If you require assistance with using the BCM bi-weekly estimated payment calculator, please book an appointment with Barbara Molgaard Blake, Blended Capitation Advisory Consultant, on the booking website or by contacting Barbara at <u>bmolgaardblake@nlma.nl.ca</u>.

# C. Obtaining a detailed Remittance Report for Fee for Service Claims Payments:

1. To obtain a detailed Remittance Report for an MCP Pay Period, within the past 12 calendar months, move to the Billing Remittance (NL) Dashboard:



 Pull down the Remittance Date field and select the same Pay Period Pay Date. Note that the Remittance Reports in the EMR only go back for a 12-month period. Select the Attending Provider if it doesn't default and enter the Payee Number (ie. MCP Billing Provider Number):



3. Hover and right-click on three grey bars at top right of that box and then left-click on "Remittance Report":

Logout Profile	BON - Admin Brake, Nicosia	NDT	*eDOCSNL My Practice	*Billing Remittance (NL)	Blended Capitation	Daysheet	Search My Tasks M	iy Bills My Appts V
EHR				1	eDOCSNL My Practic	ce MOA	Templates Launch	() Help
Remittance Date	: All - Group:	All  Attending P	rovider: Brake, Nicosia	<ul> <li>Payee Num:</li> </ul>				
Billing Ren	nittance - Poir	nt in Time	📈 🗖 🍸	000	Expla	natory Codes	5	
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4. The following pdf image of a fictitious Remittance Report (does not include any capitation payments under the BCM) will list each claim submitted and how much paid by MCP with a total highlighted at the bottom. Note: if there were any ABS (sessional) claims submitted by the physician, they will also appear on this report:

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5 7	50 10,50	10.50	17301	50000		2024-Mar-25
7	15 89.05	89.05	17201	246		2024-Mat-27
	12.37	12.37	17401	127		2024-Mar-27
5	15 89.05	89.05	18202	246		2024-Apr-11
5	15 89.05	89.05	17502	246		2024-Apr-11
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