

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:

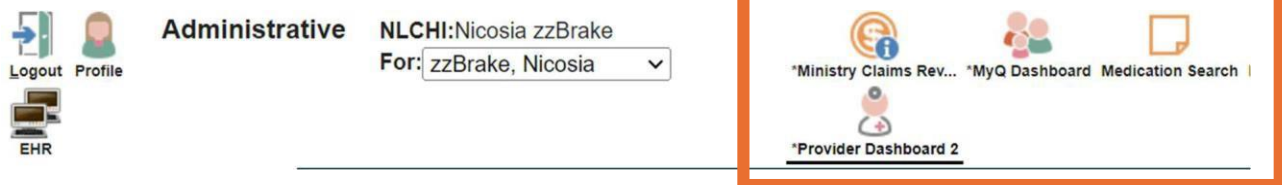
- A. Favoriting Dashboards
- B. Running Reports to count Rostered Patients and estimate Capitation Payment
- C. Obtaining a detailed Remittance Report for Fee for Service Claims Payments

A. Dashboards to be Favorited for Blended Capitation include:

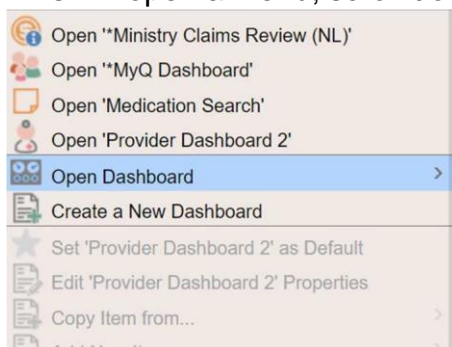
- “Blended Capitation” – *Main dashboard used to track panel, forms and rostering specifically for Blended Capitation purposes.*
- “Ministry Claims Review (NL)”- *Generally used as the main billing dashboard, “action required” items can be found here. Billing messages in lower lefthand column important 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:

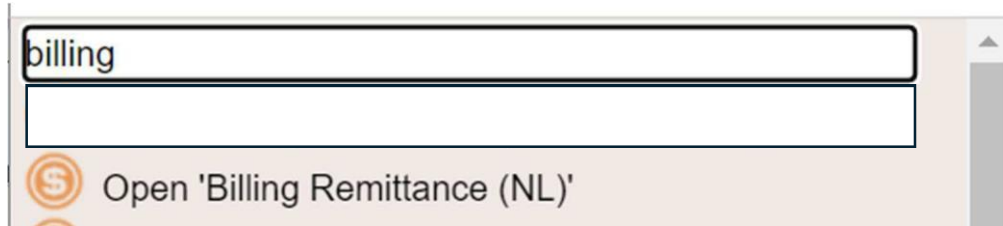
1. Right click on any of the Dashboard icons



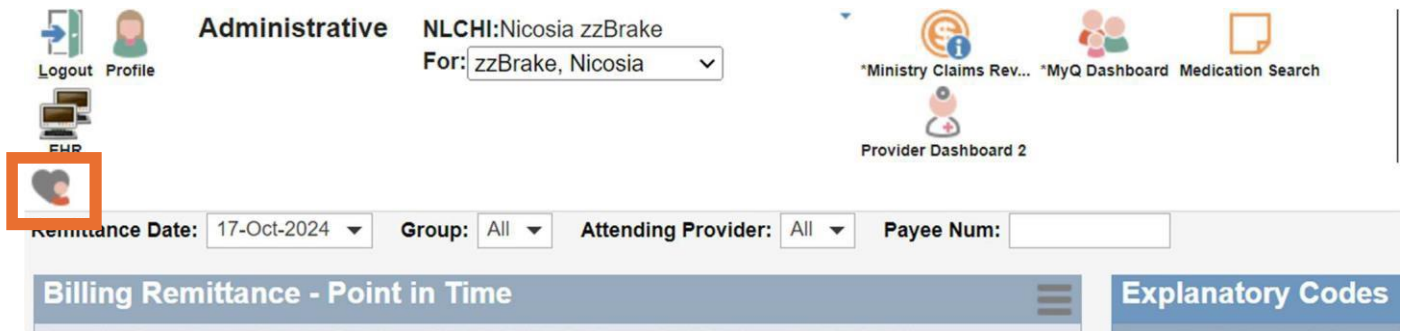
2. This will open a menu; scroll down and hover over “Open Dashboard”



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



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



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:

	Rostered F	Rostered M	Rostered O	De-Rostered D	Count
Nicosia Brake	70	0	0	0	70
Total	70	0	0	0	70

2. A reports menu will populate. Select the dropdown next to Type:

Practice Mgmt Reporting

Criteria: Template: Rostered F, Primary Provider: Brake, Nicosia

Reports: Type: Patients List

Searching: Search, Limit: 200

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

DEMOGRAPHIC STATISTICS (PDF)

- Age Histogram - 10 year Groups
- Age Histogram - 5 year Groups
- Provider Histogram

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



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.

Calculations By Age And Gender																							
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+	Total	
M	1	1	2	2	1	2	0	3	6	3	4	10	4	3	1	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
O	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

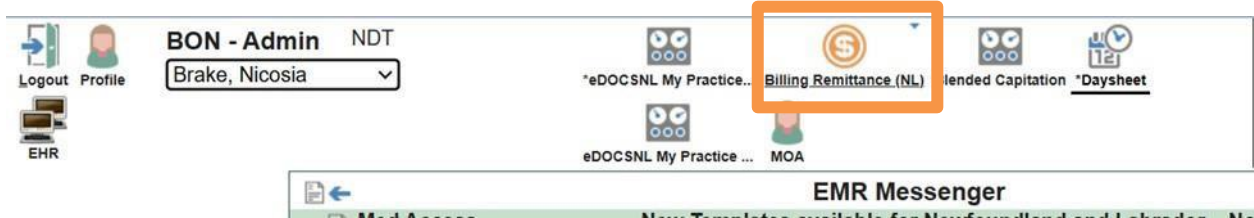
Note: This provides an estimate only, as it pulls only from EMR data, not the confirmed rostered patients by MCP. The actual number of rostered patients with MCP will fluctuate depending on a number of factors.

These numbers can be plugged into the [BCM Bi-Weekly Estimated Payment Calculator](#). 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 bi-weekly 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.

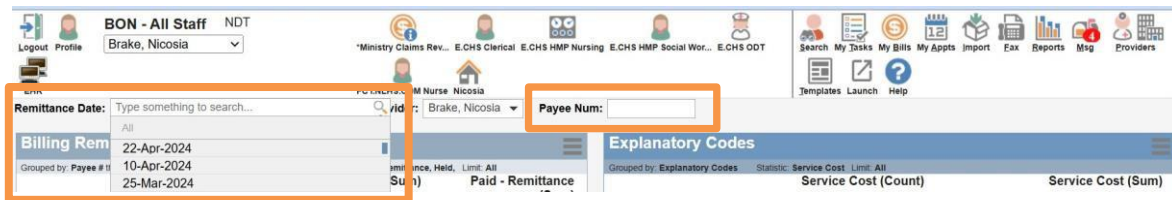
If you require assistance with using the BCM bi-weekly estimated payment calculator, please book an appointment with Barbara Molgaard Blake, Blended Capitation Advisory Consultant, on the [booking website](#) or by contacting Barbara at bmolgaardblake@nlma.nl.ca.

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

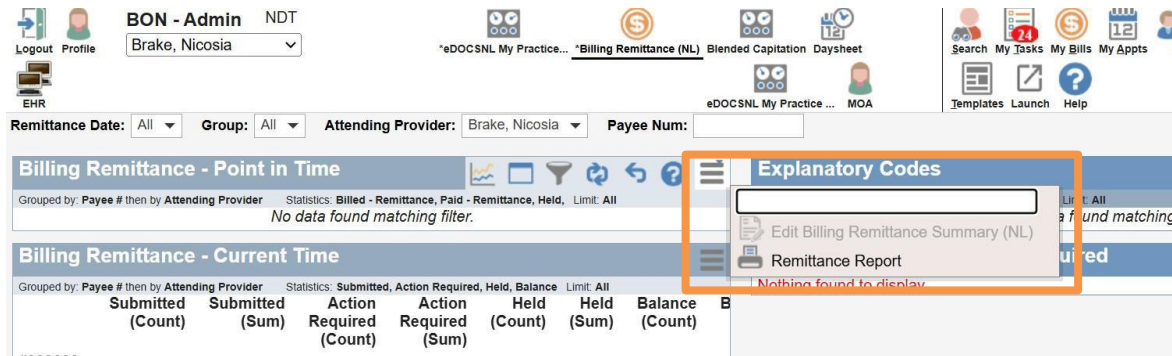
1. To obtain a detailed Remittance Report for an MCP Pay Period, within the past 12 calendar months, move to the Billing Remittance (NL) Dashboard:



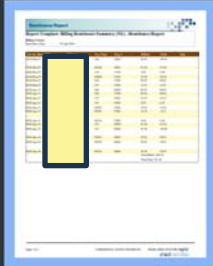
2. Pull down the Remittance Date field and select the same Pay Period Pay Date. Note that the Remittance Reports in the EMR only go back for a 12-month period. Select the Attending Provider if it doesn't default and enter the Payee Number (ie. MCP Billing Provider Number):



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



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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Remittance Report

Report Template: Billing Remittance Summary (NL) - Remittance Report

Billing Criteria

Remittance Date: 22-Apr-2024

Service Date	PHN	Patient	Fee Item	Seq. #	Billed	Paid	Adj.
2024-Mar-25			246	14502	89.05	-89.05	
2024-Mar-25			90560	14901	23.30	23.30	
2024-Mar-25			139	17101	2.50	2.50	
2024-Mar-25			50000	17301	10.50	10.50	
2024-Mar-27			246	17201	89.05	89.05	
2024-Mar-27			127	17401	12.37	12.37	
2024-Apr-11			246	18202	89.05	89.05	
2024-Apr-11			246	17502	89.05	89.05	
2024-Apr-11			127	17601	12.37	12.37	
2024-Apr-11			121	17801	8.25	8.25	
2024-Apr-11			90252	17901	14.76	14.76	
2024-Apr-11			90252	17901	14.76	-2.21	
2024-Apr-11			90156	17903	2.64	2.64	
2024-Apr-15			123	18502	41.24	41.24	
2024-Apr-15			123	18502	41.24	-32.99	
2024-Apr-16			90252	18601	59.03	59.03	
2024-Apr-16			90252	18601	59.03	-8.85	
2024-Apr-16			90156	18603	10.55	10.55	
					Total Billed: 668.74		
					Total Paid: 331.56		