# Bulk Bill Easyclaim

Set up

**If you do not have Easyclaims set up for Online Claiming**

1. Purchase your machine and download your software from Tyro. *Refer to Tyro for instructions*
2. Configure your Tyro
3. Activate Easyclaim Bulk Billing

For Steps 2 & 3 refer to our Knowledgebase article

Already have Easyclaim set up for Online Claiming?

1. Go to Set up>Configuration >Online Claiming
2. Tick **Activate Easyclaim Bulk Bill claiming**
3. Click **Save**
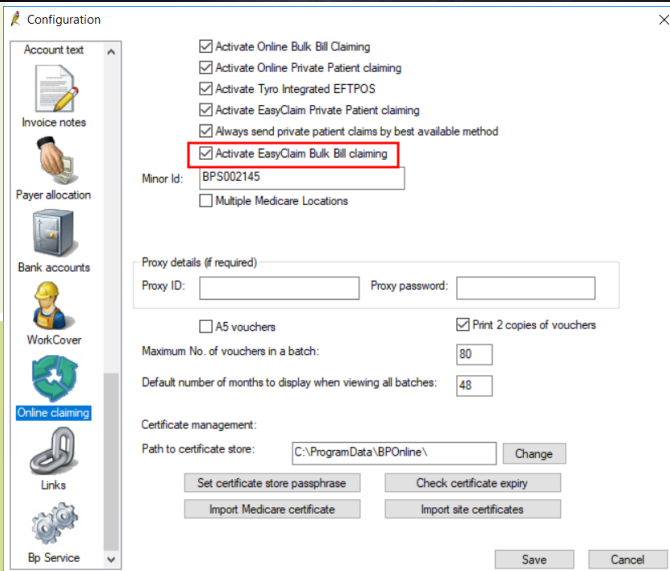
Process the account
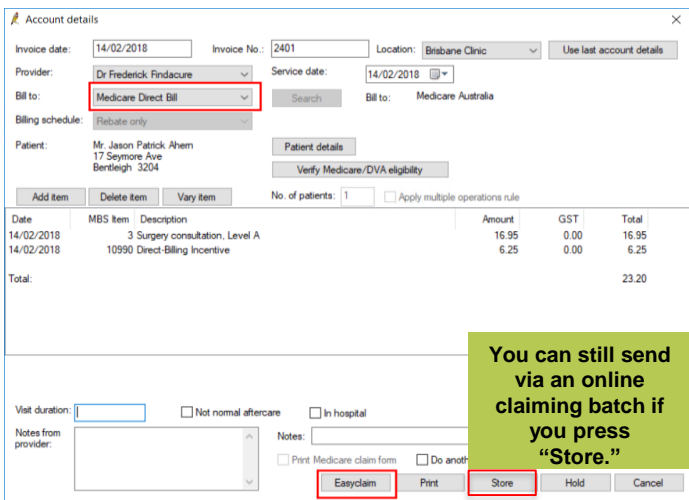
If Medicare Direct Bill is selected the *Pay Now* button is replaced with **Easyclaim**.

Click **Easyclaim** and a status of claim will appear.

Account is sent immediately to Medicare. No need to batch.

You can still send via an online claiming batch if you press "Store."

Status of Claim   **NB: You must wait 5 mins to resend a claim**

Approved = success message appears, receipt prints
Cancelled = transaction is cancelled on tyro/in Bp.
Rejected = Resend or choose a different method.

No Easyclaim Button???
The account may have services that can't be claimed via Easyclaim

Easyclaim cannot process these services:	
DVA	In-hospital
Multiple Attendance items for > 1 patient	Complex pathology
Services that are:	
Time dependent	Separate sites (w/out restriction code)
With non-standard referrals	Service dates > 2 year old

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Bulk Bill Easyclaim

Manage Claims and Check for Payments

Manage your claims via
Management>Tyro Transactions

Transaction Status column

Failed = was not sent
Paid = paid in full
Received = processed with errors
Resent via Medicare Batch = service not paid, a user has adjusted the service and resent
Finalised = service not paid; user has adjusted to change billing/accept fee of/write off

Top part of screen = Each service transmitted to Medicare, including amount paid and status

Bottom of screen = Transactions assoc with the selected service, including errors and adjustments

Check for Payments on a daily basis.
Step 1 – Select Transaction Type of *Bulk Bill Easyclaims*
Step 2 – Click the *Check Payments* button. Services will be updated automatically
Step 3 – You can choose to view the processing and payments reports now or later from the *View* menu

Adjust Claims

Once a transaction has been sent via Easyclaim it cannot be sent that way again

Step One – set your filters as indicated. Choose Bulk Bill EasyClaims, Success, Received
Step Two – Adjust the service – right/double click on the service you want to adjust
Step Three – Adjust the service:
Accept fee of = use for part payment.
Resend Via Medicare Batch = marks as unpaid, adjust via patient billing history. *Change billing* = Medicare will not pay, change to alternative payer.
Write off = Medicare will not pay and debt is not recoverable.

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