



Med Access Tips-Rural and Northern Premium

Create or edit existing Billing Templates to default 'Rural and Northern Premium' in 'Service Location' field:

Bill Template

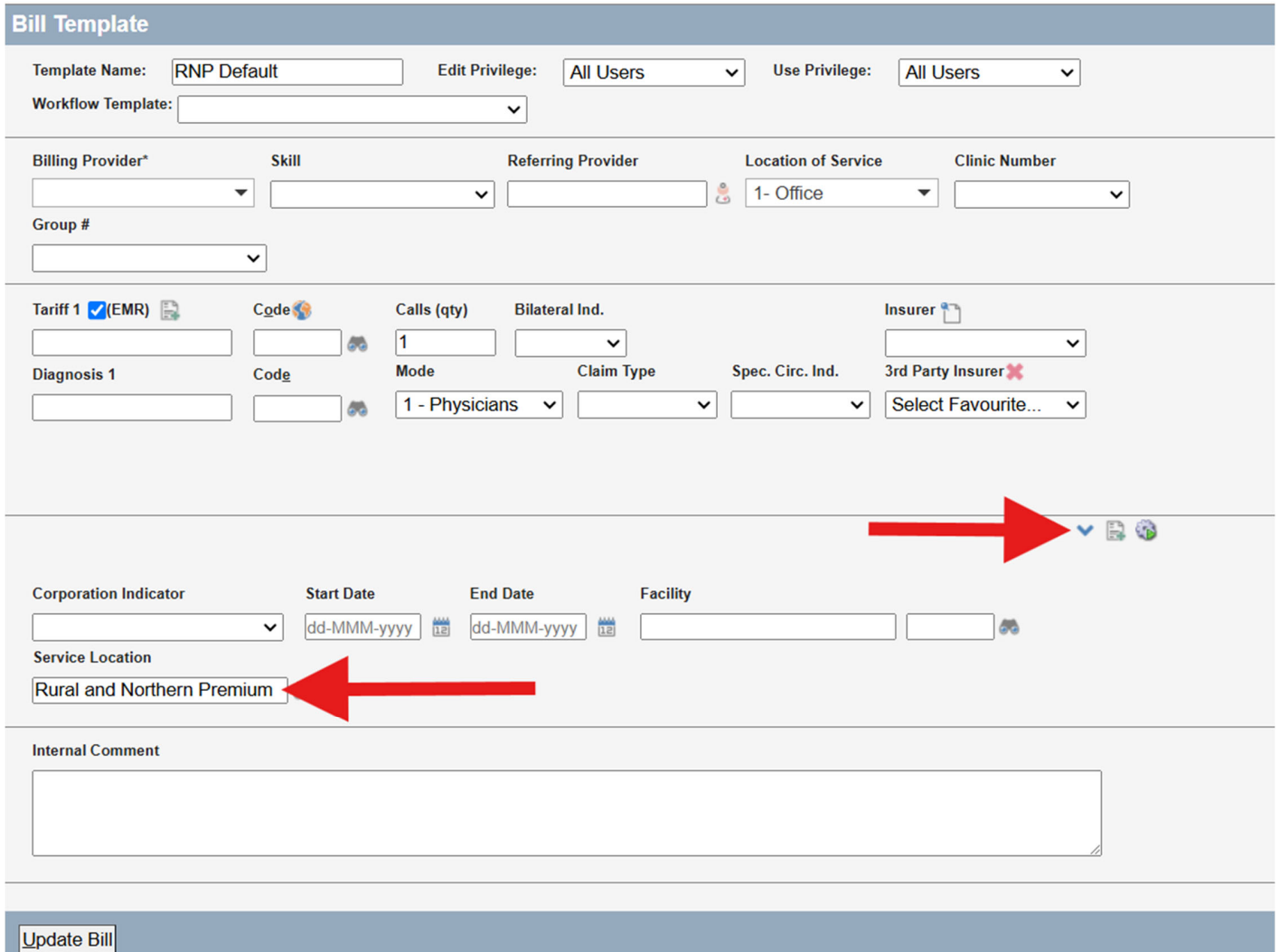
Template Name: Edit Privilege: Use Privilege:
Workflow Template:

Billing Provider* Skill Referring Provider Location of Service Clinic Number
Group #

Tariff 1 (EMR) Code Calls (qty) Bilateral Ind.
Diagnosis 1 Code Mode Claim Type Spec. Circ. Ind. Insurer
3rd Party Insurer

Corporation Indicator Start Date End Date Facility
Service Location

Internal Comment



Creating and editing billing templates: See Med Access help:

(Admin > Templates > Billing templates > Creating billing templates)



Billing templates pre-populate information, such as fee codes, diagnosis codes, the insurer, and other information in bills. For each billing template, you can specify who can use and edit the template and set the default print type.

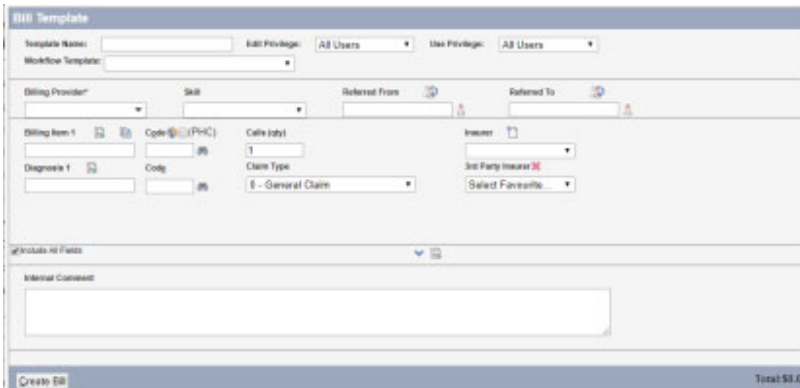
Steps

1. From the Med Access EMR main window, click **Templates**. The Template Management window opens.

2. Click the **Bills** tab. A list of billing templates displays.

3. Perform one of the following actions:

- To modifying a bill template, beside the template, click **Edit** .
- To create a new template, at the top of the window, click **New** . The Bill Template window opens.



4. In The **Template Name** field, type a descriptive name for the template.

5. In the **Edit Privileges** and **Use Privileges** lists, select who can edit and use the template. By default, all users can use templates.

6. In the billing fields, enter information that you want to automatically load into a bill when the template is applied, such as a specific billing provider, facility or location, fee code, insurer, ministry note.

7. To add an additional fee code click **Add Procedure** .

8. Click **Create Bill** to save the template.