DebtPack Interface

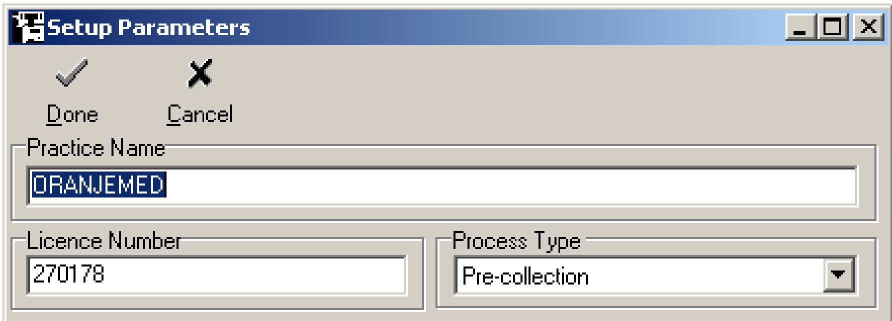
User Guide

Introduction

The Health Focus DebtPack module is designed to integrate with the Health Focus practice management software and create and tag the necessary files for integration into the QEDI DebtPack system. Once the files have been created, the QEDI QCOM software transports the files to the DebtPack system.

Setting Up

Once you have installed the program, select your practice from the standard Health Focus selection window, and enter your user name and password. From the main menu, select the Set-Up menu option, and select System Setup

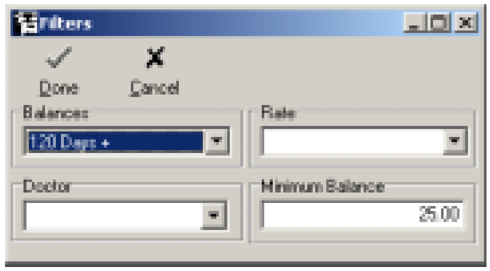


Enter the practice number and licence number that has been allocated to you by Health Focus. On completion, click on the *Done* button. This needs only to be done once. If you are using the system for the first time, you will be requested to enter a release code. Enter the release code in the edit box provided. This too, is a once off setup.

You are now ready to use the DebtPack interface.

Debtor File Module

When you want to hand over accounts, the debtor file module selects the patients that match your criteria and prepare them for handing over. This function is performed by selecting the menu item from the DebtPack menu.



On selection, a filter screen will appear. Apply your filters in this window, and then click on the *Done* button.

If you leave any filter blank, it will be ignored. For example, if you do not select a doctor, then all doctors will be selected.

Once you click on the Done button, the accounts will be selected and the file created.

Balance

You can select which accounts to hand over from the drop down list provided. If left blank, or ALL is selected, then all accounts will be handed over. For example, if you want to hand over accounts over 90 days, then select 90+ Days.

Rate

Health Focus allows 12 billing rates. You can select which billing rate to select for hand over, or all billing rates.

Doctor

If there are multiple doctors on the system, you can select which doctors accounts to hand over.

Minimum Balance

If you enter a minimum balance, then accounts with a balance under the amount entered will be ignored. A zero balance indicates that this filter must be ignored.

Transaction File Module

This option, selected from the DebtPack menu option, creates the transaction file module as required by DebtPack. The same rules as the debtors module apply.

To activate, simply select the option and click on the *Done* button to start the creation of the file.

Balancing Module

This option, selected from the DebtPack menu option, creates the balancing file module as required by DebtPack. The same rules as the debtors module apply.

To activate, simply select the option and click on the *Done* button to start the creation of the file.

The sequence of how the files created must conform to the DebtPack rules. Refer to the DebtPack manual for further information.

Reset Files

This option allows you to un-tag the patient files so that no accounts on file are tagged as being handed over. This option is used to correct and reset a batch of accounts that have been handed over.

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