Quickstart

The Sydney children's Hospitals Network
care, advocacy, research, education

✓ Triage
Problem List
Referrals & Actions
✱ Statistics & Billing

Statistics & Billing Page

This section captures ABF data, compensable billing data as well as other items to be used for other reports and letters (Medicare billing will still occur from Scheduling).

Completion of this page is mandatory to be able to sign off the form. Some information is carried across from other forms or pages. Please check that the information is correct.

Ensure the correct Facility, and a Program Identifier that belongs to that facility are chosen.

Tip:	For a multidisciplinary assessment, all attending clinicians can be entered on the one form to save time. However, if clinicians will be documenting on forms separately, the Stats & Billing should be captured separately.

Compensable Details

This text field is auto-populated and gives prompts on whether the patient is compensable or not (based on completion of a **Rehab2Kids Compensable Details** form). This example text below shows the default wording if no Compensable Details form has been completed. This doesn't mean the patient has been deemed ineligible, it may just mean the Compensable Details form has not been completed yet.

> This patient has **NOT** been identified as being eligible for Lifetime Care & Support or CTP schemes.

The example below indicates that a Compensable Details form has been completed. The text will change depending on the status of the patient's situation.

Financial Class

> this patient has a Rehab2Kids Compensable Details
> form completed identifying them as being eligible for Compulsory Third Party
> Insurance. Please ensure Motor Accident is selected in the Financial Class, below.

Ensure that the Financial Class field is updated appropriately based on what the text field is saying (of if you have other more recent information from elsewhere).

Financial Class

You must select one of the items below. If, for example, you believe the intention will be to access LTCS for the patient but the Compensable Details box says they haven't been identified as being eligible, you can still select the LTCS option in the box below. Otherwise, select the most appropriate option.

- ● Non Chargeable (No Medicare claim)   ○ Privately Referred (Medicare claim)
- ○ Lifetime Care and Support (LTCS)   ○ Private (Self-funded)
- ○ Motor Accident   ○ Transcover
- ○ Other Compensable   ○ Veterans Affairs
- ○ Overseas/Ineligible   ○ Workers Compensation

Clinicians in Attendance

This section allows you to note how many clinicians were involved in this triage process. This makes ABF reporting much quicker. It is also important that you enter the names of the clinicians and their **Provider Type** in the appropriate sections. If you enter a Provider name and the box says "Multiple Matches", click on the binoculars to open a list of all the matches and select the correct one.

Clinicians in Attendance		Name	Provider Type	Time Spent
● 1 ○ 6	1	Test, Rehab Dept Personnel		min
○ 2 ○ 7	2			min
○ 3 ○ 8	3			min
○ 4 ○ 9	4			min
○ 5 ○ 10				

Compensable Activity

The Compensable activity page becomes mandatory to complete if either **Motor Accident** or **Lifetime Care and Support (LTCS)** were checked as the Financial Class in the Statistics & Billing page.

Financial Class	○ Non Chargeable (No Medicare claim) ○ Overseas/Ineligible ○ Veterans Affairs
	● Lifetime Care and Support (LTCS) ○ Privately Referred (Medicare claim) ○ Workers Compensation
	○ Motor Accident ○ Private (Self-funded)
	○ Other Compensable ○ Transcover

The Compensable Activity page will automatically pop-up if required. The **Tracking of Documented Activity** area displays the total amount of minutes approved for specific clinical services.

Intellectual Function
Attention
Referrals & Actions
* Statistics & Billing
⚙ Compensable Activity

Enter the details of the compensable billing activity performed in the **Compensable Billing Activity for This Visit** section.

- Click on the Provider <Alpha> to select which clinician performed the consult. A box will appear with numbers 1-10.

The Provider is the number of the clinician entered in the Statistics and Billing page (example below). If you are the only provider, the number will be 1.

- Next, select a LTCS or CTP code. Enter ONLY a CTP code OR a LTCS code in one line. If you need to enter another code, create another row. To create another row, right click the table area and select **Add Row**.
- Enter the minutes spent with the patient.

Signing off your Form

When you have completed all the required fields, click on the tick in the top left corner to sign the form-you will be prompted to enter your password. This sends the appropriate messages to other Task Lists or Scheduling Request Lists as requested.

If you have left any mandatory fields blank, the system will prompt you. Please be aware that the pop up box does not clearly tell you which field you have left blank. The screen will re-load to one of the incomplete mandatory fields. Incomplete mandatory fields will have a yellow background. There will also be a red star next to the page name if there is a mandatory field that is incomplete.