# Quickstart

A series of helpful guides provided by the Information Technology Department
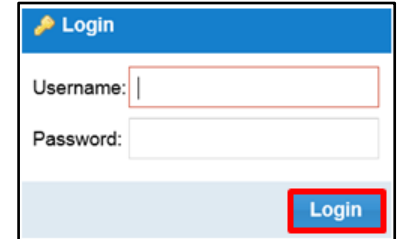
# Accessing iBill

## Logging onto iBill

- Click the iBill icon located on the applications window
- Enter your computer Username and Password
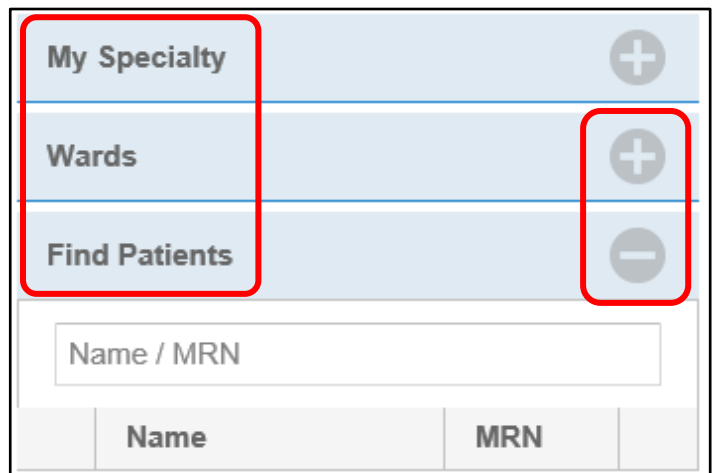- Click **Login** to open the iBill application

## Finding patients

There are three tabs available to find patients:

Click plus/minus to collapse/expand the tabs.

- My Specialty:
  Shows the patients that are currently assigned to your specialty. If you belong to more than one specialty, all patients will be displayed here.

- Wards:
  Shows the patients by their hospital location.

- Find Patients:
  Search for a patient either by Name of MRN.

## Identifiers

- Patients that have a private classification on their most recent encounter are indicated by an arrow.

- Your patients are identified by a yellow star.

- Discharged patients are highlighted in pink. Patients that have been discharged for less than 7 days will still appear under My Specialty and Wards tabs.

**Note:** Specialists can retroactively bill a patient up to one year in the past. A patient cannot be billed for future items.

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# iBill - Billing Process

## Adding an Item

- Select the patient you wish to bill.

- Change the encounter using the drop-down if required. If the option has "prv", then it is a billable encounter.



- To bill a new item click the **Add** button.

- Enter the date and time by typing into the field or click the field for options.

  The date and time must reflect when the patient has the private classification. Invalid dates are greyed out.

- Change the specialty if required.

- Enter the item by clicking the checkbox. Multiple items can be selected.

  Select the item/s from the favourite list which is automatically created based on previous selections. Alternatively, search for items by Name of Description.

- Click **Save**.



## Editing or Deleting an Item

- Click on the item that needs to be edited or deleted.

- Click **Edit** to make changes to Specialty, Date and/or Time. Then click **Save**. The item field cannot be edited.

- Click **Delete** to remove the item. A confirmation window appears. Select **Yes** to delete the item. Select **No** to cancel.

- An item with a padlock cannot be edited or deleted. The item has either been added by another doctor or sent to patient billing.