

Quickstart

A series of helpful guides provided by the Information Technology Department

My Specialty

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.

Wards		8
Find Patients		•
Name / MRN		
Name	MRN	

🔑 Login

Username:

Password:

Login

Name	MRN	цŀ
OAAO, CHRSL	13081	>
🛨 SRGLI, CNGLINNA	10788	>

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

This document was last reviewed on 7 September 2017. © The Children's Hospital at Westmead.



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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.

Prv (3215169) - 31st Jul 2017 10:48am - CURRENT Prv (3215169) - 31st Jul 2017 10:48am - CURRENT Prv (201211224) - 29th May 2017 2:46pm - 6th Jun 2017 12:20pm

Date:	Search item codes		
07/09/2017		Number	Decorintion
Time:		00116	SUBSEQUENT attac
11:54 AM 🔍		00116	SUBSEQUENT aller
	$\mathbf{\sim}$	13945	CVAD ACCESS
Specialty:		13924	CHEMOTHERAPY >
Oncology 🗸 🗸		13706-1	Blood - ADMINISTRA
Item:		13706-2	Platelets - ADMINIS
Multiple		13706-3	White Blood Cells - A
		13706-4	Bone Marrow - ADM
		13706-5	Gamma Globulins - /
2	Deta	ails	
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.

Item	5	C Add	🔊 Edit	Delete			
-\$	Date	Specialty	ltem	De			
Dalla	Pozza, Luce: 0480811F			^			
	29/07/2017 7:53am	ONC	13945	CV			
	21/07/2017 1:04pm	ONC	00116	SU			
	24/07/2017 1:03pm	ONC	00116	SU			
McCowage, Geoffrey: 0295434K							
	27/07/2017 4:11pm	ONC	13921	CH			
	27/07/2017 4:11pm	ONC	13918	CH			