

Apex EDI Billing “Patient Statements”

Initial Setup

- 1) Ensure Latest Updates are installed; be sure to update work stations.
Your PowerSoftMD Version must be by **05.20.2016** or later.

Billing Menu

- 1) Select Statement type “**Apex - eStatements**”

Patient Statements		
Legacy Options		
1	Batch Legacy - Traditional	<input type="checkbox"/> Set as Default
2	Batch CPT Code Level	<input type="checkbox"/> Set as Default
3	Batch CPT Code Level Aging by Ins Pay	<input type="checkbox"/> Set as Default
4	Apex - eStatements Batch CPT Code Level Aging by Ins Pay	<input checked="" type="checkbox"/> Set as Default
5	Patient Statements Log - who was billed	

Exit

Note: You must use this option because there is a special format of the patient data that is exported for Apex EDI.

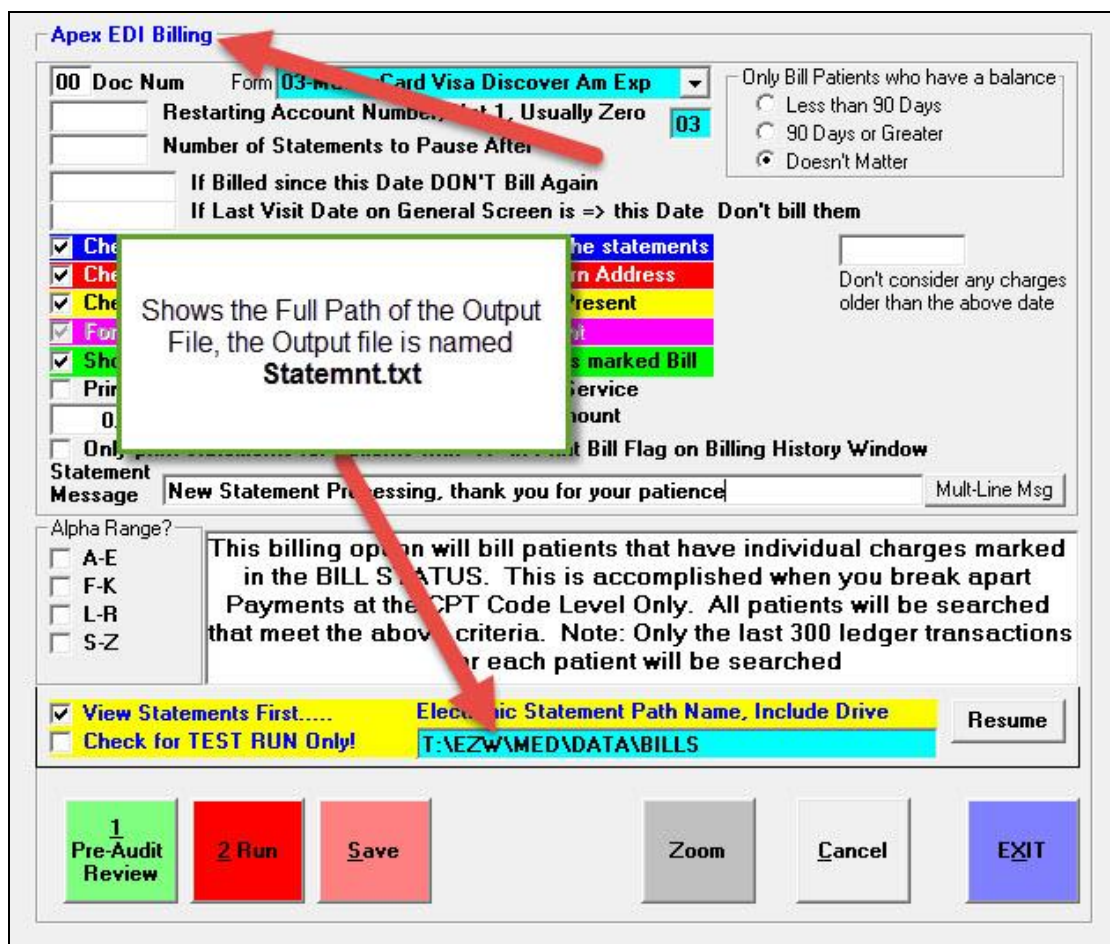
continued.....

Apex EDI Billing

“Patient Statements”

Electronic Statement Screen

- 1) Make sure you are on the “Apex EDI Billing” screen.
- 2) Note the path of the output file in the yellow area.
- 3) The output file name is **Statemnt.txt**
- 4) Perform the billing steps as usual



Apex EDI Billing

00 Doc Num Form 03-... Card Visa Discover Am Exp

Restarting Account Number, Usually Zero 03

Number of Statements to Pause After

If Billed since this Date DON'T Bill Again

If Last Visit Date on General Screen is => this Date Don't bill them

Shows the Full Path of the Output File, the Output file is named **Statemnt.txt**

Only Bill Patients who have a balance
 Less than 90 Days
 90 Days or Greater
 Doesn't Matter

Don't consider any charges older than the above date

Statement Message: New Statement Processing, thank you for your patience

Alpha Range?
 A-E
 F-K
 L-R
 S-Z

This billing option will bill patients that have individual charges marked in the BILL STATUS. This is accomplished when you break apart Payments at the CPT Code Level Only. All patients will be searched that meet the above criteria. Note: Only the last 300 ledger transactions for each patient will be searched

View Statements First..... Electronic Statement Path Name, Include Drive
 Check for TEST RUN Only! T:\EZWMED\DATA\BILLS

Resume

1 Pre-Audit Review 2 Run Save Zoom Cancel EXIT