

Monthly Billing Procedure for Misys FastBill™

To process your monthly bills, the following two requirements must be met:

- You must have a Closed Day.
- No Insurance Payments or Write-offs can be posted in the future from the closed date (and should not be posted while bills are processing).

I. Aging Accounts Receivable

This step ages all patient accounts so that the balances are all in their appropriate aging buckets.

1. From the **Misys Master Menu**, type **A** to select All Reports, and press **ENTER**.
2. Type **1** to select Aged A/R, and press **ENTER**.
3. When you are prompted to send the report, enter a valid printer number or send to DISK. Press **ENTER**.
4. Accept the defaults shown onscreen except for the following fields (change them as shown below):
 - 10) *Totals only?* **Y**
 - 16) *Print all acct's?* **Y**
 - 27) *Aging type* (see below) **2**
 - 30) *Age zero balances?* **Y**
5. Press **ENTER** through the remainder of the fields.
6. When you are prompted to start the report, type **Y** and press **ENTER**.

II. Printing the Bills To Be Printed List

This step prints out a list of patients that currently qualify to get a bill.

1. From the **Misys Master Menu**, type **M** to select Misc. Processing, and press **ENTER**.
2. Type **4** to select Billing, and press **ENTER**.
3. Type **6** to select Bills to Be Printed Report, and press **ENTER**.
4. When prompted to send the report, enter a valid printer name or number. Press **ENTER**.
5. In the 1) *Order* field, type **1** and press **ENTER**.
6. In the 2) *Cycle Start* and *Stop* fields, enter the range of Bill Cycles that you want to see on this report. Press **ENTER**.
7. In the 6) *Balance control* field, type **3** for 3-Accts w/pat bal > 0. Press **ENTER**.
8. When you are prompted to start the report, type **Y** and press **ENTER**.

III. Building the FastBill File

This step builds the FastBill file for the patients on your Bills to be Printed List.

1. From the **Misys Master Menu**, type **M** to select Misc. processing, and press **ENTER**.
2. Type **4** to select Billing, and press **ENTER**.
3. Type **1** to select Monthly billing, and press **ENTER**.
4. When prompted to send the report, enter a valid printer name or number. Press **ENTER**.
5. Enter the Bill Cycle(s) you want to print. Press **ENTER**.
6. Press **ENTER** through the remaining fields.
7. When you are prompted to start the report, type **Y** and press **ENTER**.
8. When prompted to verify the form is aligned, type **Y** and press **ENTER**.
A screen similar to the example below appears.
Processing patient # -> 1025
of bills printed = 00121
of stuff bills to be printed = 00000

9. When the process has completed, the "Process Completed Successfully" message appears.

IV. Batching the FastBill File

This step compresses the file of electronic statements that you built in **III. Building the FastBill File** so it can transmit through your modem.

1. From the Misys Applications screen, press **F** to select Fast Services.
2. Type **1** to select Batch files, and press **ENTER**.
3. Type **2** to select FastBill, and press **ENTER**.

V. Confirming the FastBill File

This step lists the file of electronic statements that you batched in **IV. Batching the FastBill File** so it can transmit through your modem.

1. From the Fast Services Main menu, type **2** to select List batched files.
2. Press **ENTER**.

VI. Sending the FastBill File (Make sure your modem is switched to Fast Services.)

This step sends the file of electronic statements to FastBill through your modem.

1. From the Fast Services Main menu, type **3** to select Send claims, Stmtnts/Receive Reports.
2. Press **ENTER**.
The system will dial out through your modem. You will see a "Connection Completed Successfully" or "Connection Failed" message. If it failed, follow the steps that appear on your screen.
3. If it completed, press **ENTER** to return your cursor to the Fast Services Main menu.
4. Type **E** and press **ENTER** to exit Fast Services.

****These Instructions were provided by Misys Healthcare Systems****