

Monthly Billing Procedure for Misys FastBill™

In order 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 into the future from the closed date (and should not be posted during the billing process).

I. Aging Patient Accounts

1. Have all users close any open windows in Misys Tiger™.
2. From the Navigational toolbar, click **Workbook>Aged Accounts Receivable**.
3. Click **OK** when prompted about avoiding record locks.
4. Leave everything as it defaults *except* the following:
 - a. On the Definition tab, click **Process Zero Balances**.
 - b. On the **Print Options** tab, click **Totals Only**.
 - c. Accept or change the File Date.
 - d. Click **View** or **Print**.

II. Printing the Bills To Be Printed List

This step prints out a list of patients that currently qualify to get a bill. Keep this report for future reference.

1. From the Navigational toolbar, click **Reports**.
2. From the **Report Type** list, click **Billing**.
3. From the Report list, click **Bills to be Printed**.
4. Ensure the following fields are set as shown below:

Report Order = **Cycle** (assuming you are planning on cycle billing)
Clear the **Include All for Bill Cycle** check box.
Enter the **Bill Cycle(s)** that you want to see on this report.
5. Click **Print**.

III. Building the FastBill File

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

1. From the Navigational toolbar, click **Forms**.
2. From the **Form Type** list, select **Billing**.
3. From the **Form** list, select the form to use (FastBill form37 or 47).
4. Enter the **Bill Cycle(s)** you want to print.
5. Click **Print**.
6. Click **OK** when 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 be transmitted via modem.

1. From the Misys Tiger Ribbon menu, click **Tools>Applications>FastServices>Menu**.
2. Select **Batch Files**.
3. Click **FastBill**.
4. Click **Start Batch**.

V. Confirming the FastBill File

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

1. From the Fast Services Main menu, select **Batch Listing**.
2. Click **List Files**.

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

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

1. From the Fast Services Main menu, select **Send/Receive**.
2. Click **Connect**.
Note: Click **Status Refresh** periodically to check the status of the connection.
3. Close the FastWeb window after you see that the connection completed successfully.