

## BILL PRIVATE FUNCTION

We have added a new button on the scheduler called BILL PRIVATE. This is a new feature designed to allow your clinic to bill a patient for a private invoice. One possible application is for medical offices to use this to bill for items such as tray fee's and other non-insured services.

The screenshot displays the MaxGold scheduler interface. On the left, a calendar for March 2011 is visible. Below it, patient information for Adamson, Jennifer (A841775) is shown, including her M.H.S.C. number (747473), phone number (204) 204-7643, and address (2368 Jefferson Street, Winnipeg). The patient is referred by KREML, J. The visit is scheduled for 10:00 AM on 04/03/2011. The reason for the visit is Botox. The 'Bill Private' button is highlighted with a red box. A red arrow points from the text 'Bill Private Function Button' to this button. The main window shows a grid of appointments with columns for Time, Name, Reason for a Visit, Stat, Loc, ID, and CNF. The appointment for Adamson, Jennifer at 10:00 AM is highlighted in cyan, and the reason for the visit is Botox. Other appointments are marked as 'Lunch' in red.

In the past, users of MaxGold had to either designate a visit as both health care and private (based on reason for visit) or change the billing type after a patient arrived. Now medical practices can simply leave the reason billing default as health care, yet bill patients for non-insured items when you need to.

To use this button, simply click on the patient you want to bill, then click on the BILL PRIVATE button. This will instantly take you to the private billing form where you can then bill the patient for your services, collect payment and record the payment type and print an invoice for the patient.

You will need to have the private billing module for this function to work. You will also have to set up your private services in the inventory/procedures table (access via the FILES menu, then INVENTORY/PROCEDURES – INVENTORY/PROCEDURES).

Using MaxGold private billings in your practice has many benefits. The major ones being;

- Bill your patients for health care, WCB, MPIC and Private Billings all in one program. No need to use a separate billing system or other product.
- Private billings are saved in your program and you can run daily reports such as the DAILY CASH OUT, SALES REPORTS and more (under menu item REPORTS – PRIVATE BILLING
- By using MaxGold for private billings all revenues are collected and records in MaxGold and you get your complete clinic/provider revenues (see menu item REPORTS – MANAGEMENT – FINANCIAL REPORTS)
- If you are currently doing private billings manually, using the MaxGold private billing allows you to conveniently track billings, print invoices and indicate payments. All information is reported at day end with summarized results.
- For current private billing users, this function will be far more efficient and require fewer mouse clicks to execute. Also, you will not need to indicate appointment reasons as both HEALTH CARE and PRIVATE just in case private billing is needed, thereby reducing orphaned appointments to be billed.

The BILL PRIVATE button will NOT affect your appointment status. That is, if you bill using the BILL PRIVATE button, you will not flag your appointments as BILLED (BIL indicator).

If you require assistance or have questions regarding this new items or if you want to add private billing capabilities with your MaxGold please contact us at 204-786-1460 ext 210 (sales) or 204-786-1460 ext 1 (support) or simple email us at [sales@maxsystems.com](mailto:sales@maxsystems.com) or [support@maxsystems.com](mailto:support@maxsystems.com)