



MedicalDirector®  
**BLUECHIP**

## Routine Tasks in MedicalDirector Blue Chip

Daily/Weekly/Monthly Tasks to Perform in MedicalDirector Blue Chip

## MedicalDirector Blue Chip – Daily, Weekly, Monthly Tasks

It is imperative to undertake **Daily/Weekly/Monthly** procedures for consistency, efficiency, and to ensure finalising of the Practice’s figures for the period. These tasks provide debtor transaction movement, revenue, reconciling, reporting, etc. providing your Practice with an awareness of its financial position. The goal is to compile accurate financial data to maintain the integrity of the business and for Management to use when making business decisions. These tasks are not time-restricted; they can to be actioned when convenient to your Practice’s procedures.

### Daily/Weekly Tasks

Daily tasks are undertaken at the end of each day to ensure that all Practice transactions from the current day have been correctly processed. The following tasks can be actioned weekly, however it is highly recommended as daily tasks:

1. Ensure that daily tasks for all staff members have been actioned;
  - Issue invoices, ensuring all billing for consults, appointment lists, theatre lists, hospital sheets, and operation reports for surgical/assistants.
  - Issue receipts, ensuring all payments are made for consults (cash, cheque, EFTPOS), mailing cheques, and if you have access to the bank statement(s) processing patients, Medicare, and Health Fund direct debits.
  - Ensure corrections are made; adjustments, refunds and write-offs.
2. Print a **Day Sheet** - a snapshot and tracking of the day’s entries into the system (Transactions, Allocations, Appointments made or cancelled, and Bank Deposit Slips). This will aid in troubleshooting errors, and provide an opportunity to resolve them. Day Sheets are accessed via **Reports > General Financial Reports > Day Sheet**.
3. Ensure that **transactions/payments/unallocated accounts** are **allocated**. Allocation involved matching-up transactions (debits and credits) which affect reporting and patient records.

**E.g. Patient File** – Fully invoiced and receipted, but displays as an unfinished file.

Invoices	Receipts	Refunds History	Write offs History	Account Debtors	Account Credits
Issue Date	Transaction No.	Transaction Type	Reversed	Amount	Running Balance
19/03/2014	80	Invoice		300.00	300.00
19/03/2014	7	Receipt		(300.00)	0.00
19/03/2014	81	Invoice		300.00	300.00

Details	
Service Item	Amount
104	300.00

The Credit Reports (**Reports > Credit Detail Report**) indicate accounts with unallocated credit transactions.

To manually allocate;

- a. Access the patient’s record, and select the appropriate **Account** and then **Account Credits** tab.
- b. Click the **Allocate/Refund Credit Payment** button. The receipts (top) and invoices (bottom) that require allocation are displayed. Receipts will be selected automatically.
- c. Click the appropriate invoice(s) to allocate. The **Payment Amount** and the **Total Allocated Amount** should match, and then click **OK**. This cleans-up the patient’s record (all balances \$0.00) and no longer displays these anomalies on the report.

4. **Banking:** Ensure to finalise/settle the Bank Deposit;

- Cash and Cheques are finalised when physically taken to the bank.
- Credit Cards are finalised with the EFTPOS machine batch.
- Direct Deposits are finalised with Bank Statement for the patient, Medicare, Health Fund and Tyro deposits. Access via the **Practice Explorer** (select **Banking** from the margin menu). Ensure to settle for each Practitioner separately.

**Note:** If reports are required to ensure banking transactions are correct, use the **Unbanked Receipts Report** or/and the **Day Sheet**, accessed via **Reports > Banking Reports > Unbanked Receipts Report** (refer to above to Day Sheet).

5. **Medicare Claiming (BB and DVA):** Ensure BB, DVA and Patient Claims are transmitted to Medicare and processed in MedicalDirector Blue Chip depending on the status. Claims are processed via the **Practice Explorer** (select **Medicare Australia** from the Margin Menu). Paid claims appear on the Medicare Australia Claim (Detailed) Report, accessed via **Reports > Medicare Australia > Medicare Australia Claim (Detailed) Report**.

6. **Eclipse Claiming to Medicare:** Ensure IMC-submitted ECLIPSE claims are transmitted to Medicare and processed in MedicalDirector Blue Chip depending on the status. Claims are processed via the **Practice Explorer** (select **Medicare Australia** from the Margin Menu). Paid claims appear on the **Inpatient Medical Claim Payment Report**, accessed via **Reports > Medicare Payment & Processing Reports > Inpatient Medical Claim Payment Report**.

**Note:** Additional Medicare Reports on individual claim types are also available.

7. Print the next day's **Appointment List** (with/without comments). This indicates which patients are expected to attend the Practice on the following day. Alternatively, this can be printed every morning. This report is accessed via **Reports > General Non-financial Reports > Appointment List** (with/without comments).

8. **Backup** is a strict **daily** task which can be automated, or run manually. If back-up is not completed, the Practice runs the risk of losing data; files could be lost to virus, computer crash, theft or disaster. All users must be logged-out of MedicalDirector Blue Chip to perform a backup. To manually run the backup in MedicalDirector Blue Chip, access **BCTools > HCN Backup**. It is highly recommended at the end of the day to take the backup off-site.

## End-of-Month Tasks

End-of-Month processes are crucial to the Practice. If the daily tasks are actioned and up-to-date, then end-of-month tasks are few. If not, it is imperative to complete your daily tasks first. Completing monthly tasks ensures data is correct, finalising processes and financials, and once processes are complete, locking down a month with Monthly Close-off. These tasks consist of the following:

- Tasks
- Reports
- Comparison Reports
- Monthly Close-off

1. Ensure that all the daily tasks are completed.

2. Ensure that invoices and receipts that may **not** be issued as a daily task are processed now:

- Issue Invoices, ensuring billing is processed for VMO (Visiting Medical Officer), Leasing/Rent of Rooms, Retail Products if required.
- Issue Receipts, ensuring all payments made have been processed that have been missed in the daily task (cheques, direct debits)

3. Make any payments that are required if traced in MedicalDirector Blue Chip; for locums, assistants, etc.

## End-of-Month Reports

A number of reports have been referred to, above. Furthermore, there is a large range of financial reports that provide transaction history, revenue, GST, etc. that can be accessed if your Practice requires. All are date-range specific. The following reports are an indication of what is available for end-of-month to assist you with finalising your system.

- **Debtors Reconciliation Report:** This report provides a summary reconciliation on the movement of debtor balances over a given period which is affected by invoices, receipts, credit allocations and write-offs. This can assist with outstanding accounts. This report is accessed via **Reports > General Financial Reports > Debtors Reconciliation Report**. A Debtor Detailed Report is also available.
- **Income Summary Report:** This report provides a summary of revenue (net earnings) from both accrual and cash. The report also takes into account write-offs, discounts, and refunds of allocated payments. This report is accessed via **Reports > General Financial Reports > Income Summary Report**. An Income Analysis Report is also available.
- **Statements:** Account Statements are intended for distribution to account holders that have outstanding amounts, and require payments. Statements are A4-formatted, and each outstanding account holder receives at least a one page statement. Be advised that printing such statements may take some time dependent on the number of statements and the speed of your system. Statements are accessed via **Reports > General Financial Reports > Statement. Individual Account Statements** can be printed via the **Patient's record > Accounts > Account Transaction Listing** button. Two options are available; **Account Statement** and **Audit Trail**. Further information about MedicalDirector Blue Chip's full range of reports is available in the MedicalDirector Blue Chip Financial Reports User Guide.

## Reports List Comparison

Below is a list of reports that have related financials in each report that can be used to compare and validate the totals/transactions for the same date range.

Report Section	Report Type					
	Income	Debtors Recon'	Invoices	Allocation	Debtors Detail	Credit
Invoices	✓	✓	✓ 'Total Amount' column	N/A	N/A	N/A
Sundry Invoices	✓	✓		N/A	N/A	N/A
Receipts allocated to invoices	✓	✓	✓ 'Paid' column	✓ 'Total Invoice Payment' column	N/A	N/A
Credit allocation to invoices	✓	✓			N/A	N/A
Refunds of allocated payments	✓	N/A	N/A	N/A	N/A	N/A
Claim/Batch error write-offs	✓	✓	✓ 'Write-Off' column	N/A	N/A	N/A
Bad debt write-offs	✓	✓		N/A	N/A	N/A
Discounts granted	✓	✓	✓ 'Discount' column	✓	N/A	N/A
Debtor balance	N/A	✓ 'Closing Balance'	✓ 'Owing' column	N/A	✓	N/A
Unallocated credit payments	✓	N/A	N/A	N/A	N/A	N/A
Refund of unallocated credits	✓	N/A	N/A	N/A	N/A	✓ 'Credit Balance' column

## Monthly Closeoff

**Monthly Close-off** allows a month to be locked down once Management is satisfied that the month is financially finalised. The month is physically closed off in the system, preventing future transactions from being recorded inadvertently in a period that has been reported on. It prevents the backdating of transactions and the altering of reports. Where adjustments *are* required, a new transaction is issued, reflecting the true month. This functionality ensures that the integrity of financial management and tax reporting on closed months is not compromised or violated.

**Important Note:** Closing-off a month is **not** a strict end-of-month process. The month is only closed-off when **everything** is finalised. It is also highly recommended to complete monthly close-off 2-3 month in arrears. This provides leniency and flexibility you may require for any delay in claiming, adjustments, payments, and so on.

When ready to close off a month, access via **Setup > Practice > Monthly Close-off**. Select the next month to be closed-off and click **OK**. That month is now locked down.

**Month Close-off**

Month close-off allows you to restrict backdating of transactions and lock-down past months for financial/tax reporting.  
Transactions cannot be backdated to any closed-off months.

Month Close-off

**We are in May of 2014**

Year  
2014

January       July  
 February       August  
 March       September  
 April       October  
 May       November  
 June       December

Close All

OK      Cancel

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