

Medicare

Running a Bulk Bill Report

1. Go to Proda <https://proda.humanservices.gov.au>
2. Login with username + Password (see Sharpe's physio the details)
3. A verification code will be sent to info@shaspesphysio.com, Enter the code and click Next
4. Click Reports
5. Click Medicare Bulk Bill
6. Enter the details:
 - Payee Provider Number: 2647234J
 - Relevant Lodgment date from & to
 - Claiming Method: Webclaim 'Monthly

Click Search

7. **Mark As Paid on Halaxy.** Search by the patients name and find the invoice in question. Click 'Mark as Paid', choose Direct Deposit as the method and change the date to the date in the payment run column.
8. **Add to the 'Direct Deposit' section of the Monthly Spreadsheet using the 'Payment Run Date' column.** The payment run date is the date the payment went into the bank, so go to that date on the monthly spreadsheet, then write all the individual names in the left hand side of the 'Direct Deposit' section with \$55.10 in the right hand column.

Notes to remember:

- Report cannot exceed 40 days
- If doing a monthly report, note that payments enter our account on the next working day, so set the report for a day or so after the months end