

How to submit Medicare Bulk Bill Webclaims

Medicare Bulk Bill Webclaims is accessed using Health Professional Online Services (HPOS).

It allows you to submit:

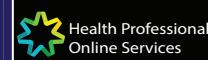
- one patient per claim
- max. of 14 items per Assignment of benefit.

All items on an Assignment of benefit must have the same date of service (pathology exempted).

You can choose to save the claim and submit it at a later time.

Access your Bulk Bill reports in HPOS one business day after your claim is finalised.

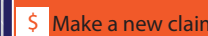
1 Log on to HPOS using your PRODA account.



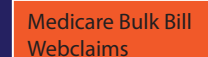
2 Select **Claims**.



3 Select **Make a new claim**.



4 Select Medicare **Bulk Bill Webclaims**.



5 Select **Find a patient**.
(Complete all mandatory fields).

- ✓ Enter patient details.
- ✓ Tick the declaration.
- ✓ Select **Find**.



6 Fill in provider details.

- ✓ Select the correct provider stem and location.



7 Fill in claim details.
(Complete all mandatory fields).

- ✓ Select your service type.
- ✓ Select the date of service.
- ✓ Fill in item details.



8 Select **Assess claim** and review **claim details**.



9 Print the **Assignment of benefit** and obtain the patient's signature.



10 Tick Provider Declarations. **Submit claim**.

