

How to access Medicare Bulk Bill reports in HPOS

Medicare Bulk Bill reports are accessible through Health Professional Online Services (HPOS).

Bulk Bill payment report shows all claims that were successfully submitted and paid.

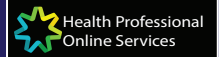
Bulk Bill processing report shows all claims that have been processed with exceptions (errors).

Bulk Bill reports will be available one business day after your claim is finalised.

You must have your bank account details registered with us, for each provider location, in order to receive a payment.

When claims are rejected, a Medicare reason code provides a reason for the rejection. To learn more, search **Medicare reason codes** on our website.

1 Log on to HPOS using your PRODA account.



2 Select **Reports**.



3 Select **Medicare Bulk Bill reports**.



4 Select **Report Type**.
Payment or Processing
(Complete all mandatory fields).



5 Enter your **Payee Provider number**.



6 Enter the **Lodgement date range**.



7 Select the **Claiming Method**:
✓ Easyclaim (claim submitted via an EFTPOS terminal), or
✓ Webclaim (claim submitted via HPOS Bulk Bill Webclaims).



8 Select **Report Format**.
(PDF or Excel)



9 Select **Search**.
The report will display on a new page.

