

## Welcome to Hospital Accounting Services Web Upload System.

This system has been designed to provide you with the facility to electronically transfer your billing information to us in a simple and easy to use format. All it takes are three easy steps and your information will be transmitted directly to our database for processing. Additionally, information transferred via this method will be automatically available for download in excel format to your computer for future reference. Once you use the application you will see how easy and efficient it is to provide billing information using our Client Portal.

Once logged on to our Client Portal web application you can select the option to input bills for processing. Our Client Portal application (<https://hasdoctoronline.ie>) uses SSL (Secure Sockets Layer) Certificates. SSL provides an encrypted link between your browser and our server. Once this link is established you can be confident that all communications with our servers will remain confidential.

**Step 1.** Select the hospital from the drop down list provided. Enter the Patient's MRN. Select the Patient's insurance company and enter their policy number if known. When the Patient is a "Self Payer" or "NTPF" simply select self payer/NTPF from the list. Click next to show step two or press enter.

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Welcome \*\*\* Test Consultant \*\*\*\* Select an option below to continue...

View Billing & Payments History

Input Bills for processing

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Main Menu | Bills Inputted | Log out

1. Select the hospital and enter the Patient's MRN and Insurance Details.

If this patient is already in our database a number of details will be pre-entered for you on the next page.

Fields marked with "\*" are mandatory.

Hospital : \* St. Vincent's University Hosp. Elm Park

Patient's MRN : \* 9999

Insurance Company: Voluntary Health Insurance.

Policy Number: AAABBBCC

Cancel Next

**Step 2.** Enter the Patient's personal details, Name, Address etc.. Then click next or press enter.

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Main Menu | Bills Inputted | Log out

2. Enter the Patient's details.

Fields marked with "\*" are mandatory.

Hospital : St. Vincent's University Hosp. Elm Park, MRN : 9999

Insurance Co: Voluntary Health Insurance. Policy Number: AAABBBCC

Title: \* Mr

First Name: \* Joe

Surname: \* Bloggs

Date of Birth: 01 - 01 - 1950


Address: \* 10 Main Street  
Dublin 1

Admitted On: 06 - 06 - 2008

Discharged On: 09 - 06 - 2008

Surgeon: Dr Smith

Back Next

Use  to move to the next item, it's quicker!

### Step 3. Adding Patient Procedures

Enter the procedure code if known along with the procedure date, then press enter or click the "Add Procedure to Bill" button.

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3. Enter Patient's Procedures.

Enter the code in the box provided and click "Add Procedure to Bill" or press enter.

Hospital :	St. Vincent's University Hosp. Elm Park,	MRN :	9999	Admitted On:	06/06/2008
Polc. Number:	AAAB88CCCC	Insurance Co:	Voluntary Health Insurance.	Discharged	09/06/2008
Patient :	Mr Joe Bloggs	Date of Birth:	01/01/1950	Surgeon:	Dr Smith
Address:	10 Main Street Dublin 1				

Code: 3325    Date: 06 - 06 - 2008    [Add Procedure to Bill](#)    [If you don't know the code use the search facility](#)

Code	Procedure	Price	Date
<a href="#">Back</a>			
			<a href="#">Save Bill &amp; Finish</a>

If you are unsure of the code click here to use the search page. This page allows you to enter part of the procedure description and will list all matching procedures on our database.

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Procedure Search.

Enter part of the procedure name and click search. When found click on the procedure to select that code.

Search phrase:  [Search...](#)

Code	Procedure	Price (09/12/2008)
3095	<a href="#">Fracture/Phalanges-Metacarpals</a>	8.00
3100	<a href="#">Fracture of phalanx - single</a>	8.00
3190	<a href="#">MUA of Fractured Wrist</a>	3.00
3205	<a href="#">Int. Fixation/colles fracture</a>	6.00

If there is no appropriate procedure listed or if you wish to bill a non standard procedure please use this link to email the patient details and instructions to HAS at [anaesthetics@has.ie](mailto:anaesthetics@has.ie)

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Bills contained in this submission, created: Thu, 4 Dec 2008 19:31: PM

These bills have not been sent. They can still be edited or added to.

Procedure Total (€): 0.00  
Number of Procedures : 1  
Number of Bills : 1

MRN :	2234234	Hospital :	St. Vincent's Private Hospital Herbert Avenue,	Insurer:	Voluntary Health Insurance.
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Once you have entered all your new bills simply send to HAS for processing by clicking the link provided on the summary page.

Bills Created/Modified Time	Ready for Processing Date/Time	Processed Date/Time	Current Status
Mon, 8 Dec 2008 14:42: PM	Mon, 8 Dec 2008 16:27: PM	Mon, 8 Dec 2008 16:28: PM	Processed ✓
Mon, 8 Dec 2008 14:16: PM	Mon, 8 Dec 2008 14:28: PM	Mon, 8 Dec 2008 14:29: PM	Processed ✓
Mon, 8 Dec 2008 13:59: PM	Mon, 8 Dec 2008 14:28: PM	Mon, 8 Dec 2008 14:29: PM	Processed ✓
Mon, 8 Dec 2008 12:09: PM	Mon, 8 Dec 2008 13:12: PM	Mon, 8 Dec 2008 13:13: PM	Processed ✓

A history of all bills entered is available when using our Client Portal application. The status of the bills entered is also shown (*Not Sent, Sent or Processed*).

Clicking the "View Bills" link will show the bills contained in each batch entered. From the resulting page the bills can be reviewed or edited (if not sent). They can also be downloaded in excel format to your computer.

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Bills contained in this submission, created: Fri, 5 Dec 2008 11:05: AM

These bills have not been sent. They can still be edited or added to.

Procedure Total (€): 534.00  
Number of Procedures : 3  
Number of Bills : 3

MRN :	224234	Hospital :	St. Vincent's University Hosp. Elm Park,	Insurer:	Voluntary Health Insurance.
Patient:	Mr waver shaffid	Address:	edf@edf	Policy No:	

If you have any questions not already addressed here about our Client Portal upload application please do not hesitate to contact me.

Yours truly,

David Darmody  
General Manager

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Email: [david@has.ie](mailto:david@has.ie)

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