

# Orders – Outpatients MBS Billing



**Digital Health**  
CONNECTING BEST CARE

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Quick Reference Guide

## This Quick Reference Guide will explain how to:

1. Place a MBS Billing Code order
2. Modify a MBS Billing Code order
3. Cancel a MBS Billing Code order



### Administrative staff working with Scheduling Appointment Book ordering/cancelling/modifying MBS orders on behalf of a clinician:

You can follow the steps below to open the correct encounter:

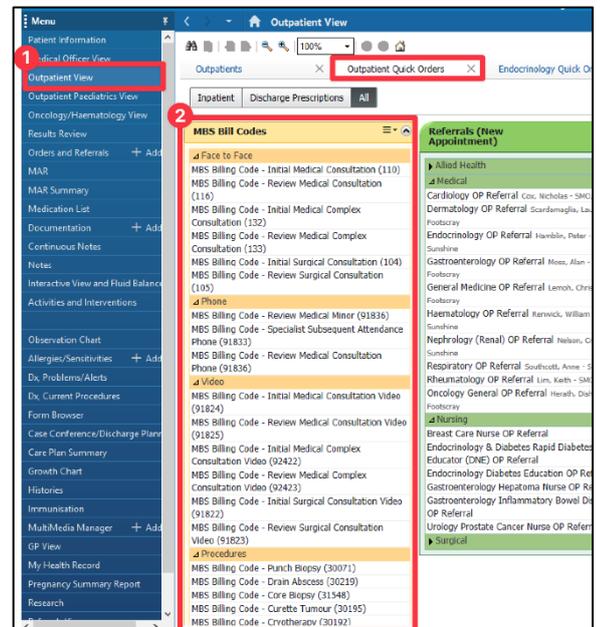
1. Select the appropriate appointment from the list
2. Click the Launch PowerChart icon from the menu bar.



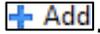
## 1. Place an MBS Billing Code order

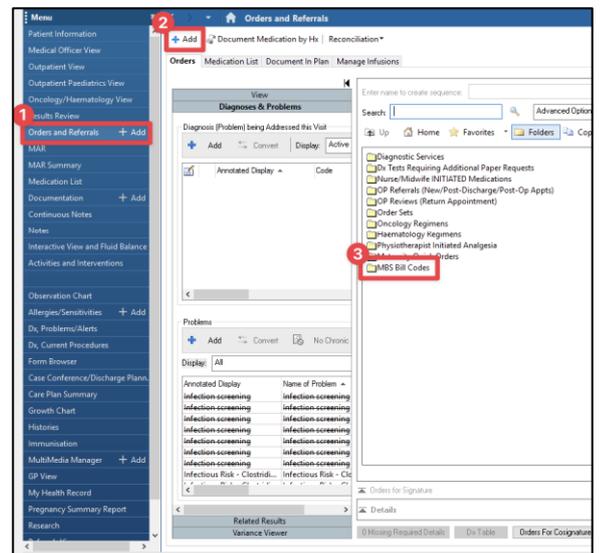
### Option 1: Via Quick Orders page.

1. Navigate to one of the following mPages:
  - Outpatient View >
    - **Outpatient Quick Orders**
    - **Endocrinology Quick Orders**
    - **Nephrology Quick Orders**
    - **Respiratory/Sleep Quick Orders**
  - Oncology/Haematology View > **ONC/HAEM mPages** >
    - **ONC/HAEM Workflow**
2. Select the MBS Billing Code order from the MBS Bill Codes folder.
3. Click **Orders for Signature**  in the right-hand corner.
4. Click **Modify**. Proceed to Step 5.



### Option 2: Via Orders and Referrals

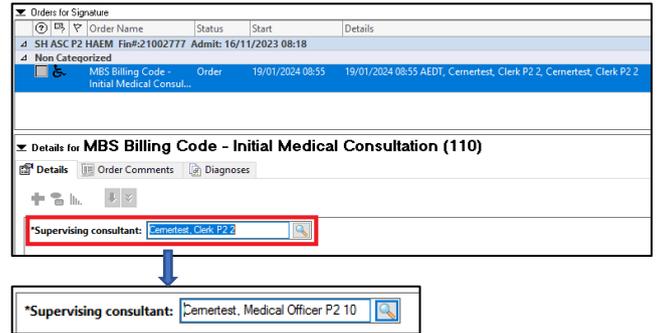
1. Navigate to **Orders and Referrals**.
2. Click **+ Add** .
3. Navigate through the **MBS Bill Codes** folder.  
**Note: Additional MBS Billing Codes can be found by searching in the search box.**
4. Click to select the appropriate **MBS Billing Code**. Proceed to Step 5.



Staff may be asked to nominate an "Ordering Physician" when placing the MBS Billing order. Enter the name of the consultant who has authorised placing the order.

- Review the order details. The **Supervising consultant** field will be populated with your name by default.

**! The Supervising Consultant field must be a consultant.**  
This is the provider that the Finance department will use to bill against. If incorrect, it could impact the ability to obtain revenue for the selected visit.



- Click **Sign** and complete the Authorising Signature step.

## 2. Modify a MBS Billing Code order

This may be necessary if the wrong supervising consultant field was completed.

- Open the patients EMR chart. **Ensure you are in the correct Outpatient encounter.**
- Navigate to **Orders and Referrals** section.
- Right click on the incorrect MBS Billing Code order.
- Select **Modify**.
- Update the Supervising consultant field.
- Click **Sign** and complete the Authorising Signature step.

## 3. Cancel a MBS Billing Code order

This may be necessary if the incorrect MBS billing code item was selected.

- Open the patients EMR chart. **Ensure you are in the correct Outpatient encounter.**
- Navigate to **Orders and Referrals** section.
- Right click on the incorrect MBS Billing Code order.
- Select **Cancel/DC**.
- Provide a Discontinue Reason.
- Click **Sign** and complete the Authorising Signature step.

