

eBase v8
Finance module manual.



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Introduction

The finance module offers an organization the ability to directly create invoices based on the care and treatments provided to clients. This manual will first cover the end-user perspective of the module, detailing how to create an invoice based on the services provided to a client. Later in the manual, we will discuss the backend of the module, including all the settings necessary to ensure proper functionality of this module.

End-user manual

For the purposes of this section, we will assume that the finance module has been fully configured by the system administrators. We will use a hypothetical patient case to walk through the process of creating an invoice. This example will help clarify the application of the module's features in a real-world scenario.

Adding insurance to patient.

In instances where a patient's treatment costs are partially or fully covered by an insurance or funding entity, it is essential to add this information to their profile.

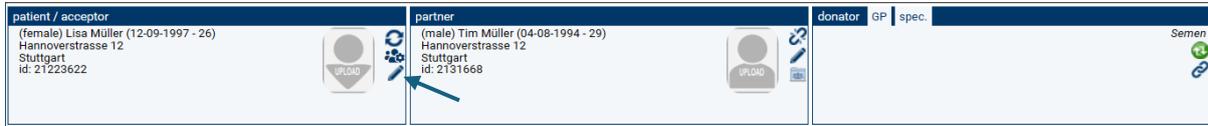


Figure 1 Accessing Patient Details

In the clinic view, click on the pencil icon to open the patient details window. This window also allows for modifications to other information, such as marital status or contact details.

Patient details

General Insurance Patient portal

Generic information

Patient ID: 21223622 Gov. ID:

Gender: female Identify as: Birth date: 12/09/1997

Prefix: Initials: Firstname: Lisa Middle name: Last name: Müller

Birth name

First names: Middle name: Surname:

Name partner/husband: Middle name: Last name:

Marital state: Correspondence name: Müller

Donor number: Anonymous donor

Contact details

Street: Hannoverstrasse Street number: 12 Add. number:

Zipcode: City: Stuttgart Country: Deutschland

Identification

Type: Verified:

Figure 2 Navigating to Insurance Information

Click on the “Insurance” tab to view an overview of the patient’s current funders or insurances.

Patient details

General Insurance Patient portal

Birth date: 12-09-1997 Gov. ID:

Peildatum: 22-04-2024 COV check:

Type:

New Record

Peildatum	Status	Insurer name	Insurance name	Start date	enddate	Insurant nr	Insurance type

Figure 3 Adding a New Insurance Record

Click on the “New Record” button to add a new insurance entry. A blank record will appear for completion.

The screenshot shows the 'Patient details' form with the 'Insurance' tab selected. The form contains fields for Birth date (12-09-1997), Gov. ID, Peildatum (22-04-2024), and Type. Below the form is a table with the following columns: Peildatum, Status, Insurer name, Insurance name, Start date, enddate, Insurant nr, and Insurance type. The table is currently empty, with a 'New Record' button to its right.

Figure 4 Blank insurance record

Complete the insurance record with the following required information:

The screenshot shows the 'Patient details' form with the 'Insurance' tab selected. The form contains fields for Birth date (12-09-1997), Gov. ID, Peildatum (22-04-2024), and Type. Below the form is a table with the following columns: Peildatum, Status, Insurer name, Insurance name, Start date, enddate, Insurant nr, and Insurance type. The table contains one record: Peildatum: 15-04-2024, Status: Actief, Insurer name: N.V. Univé Zorg, Start date: 16-04-2024, enddate: 01-04-2025, Insurant nr: 8383873. A 'New Record' button is visible to the right of the table.

Figure 5 Filling Out Specific Insurance Data

- Peildatum: The reference date for the insurance record.
- Status: Active or inactive.
- Insurer Name: The name of the insurance provider.
- Insurance Name: The specific name of the insurance plan.
- Start and End Date: The validity period of the insurance.
- Insurant Nr: The policy number or identifier for the insured individual.
- Insurance Type: The category or type of insurance.

Creating invoices

There are four ways of creating an invoice in the system:

- Via the calendar - Invoices can be generated directly from scheduled appointments and treatments.
- Automatically via clinic view using predetermined profiles - This method utilizes predefined settings to streamline the creation of invoices.
- Manually via clinic view - This allows for invoices to be manually created and customized directly in the clinic view.
- Via cryo batch invoicing - Specifically designed for annual billing of cryo storage services for embryos, oocytes, or sperm.

Creating invoices via the calendar.

The most efficient way to create invoices is through the calendar. This method allows invoices to be directly linked to client appointments.



Figure 6 Accessing the Calendar

Navigate to the calendar by selecting it from the sidebar, which opens the agenda.

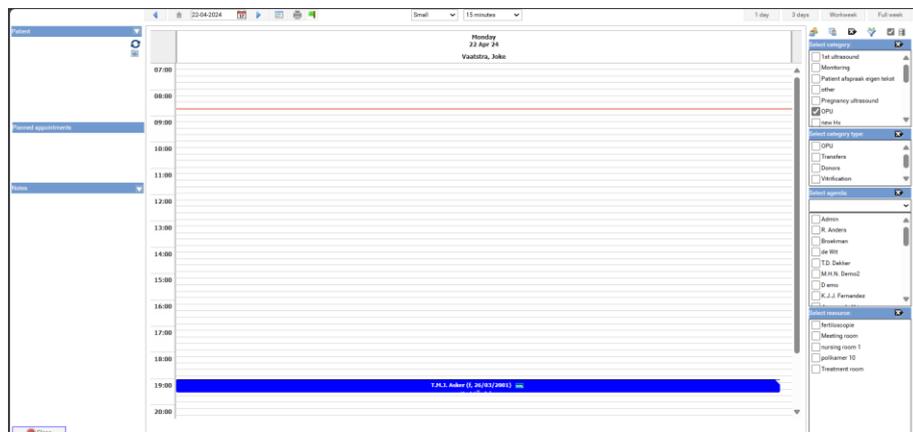


Figure 7 Scheduling an Appointment

After setting a date for an appointment with a patient, click on the "Save without closing" button.

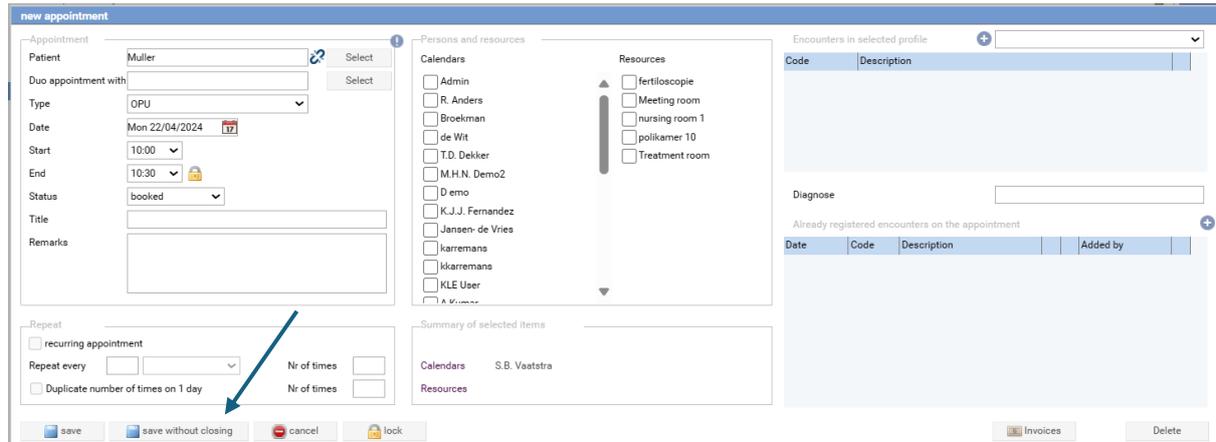


Figure 8 Activating Treatment Profiles

This action activates the previously greyed-out dropdown menu at the top right of the window. From here, you can select one of the treatment profiles created by the system administrators.

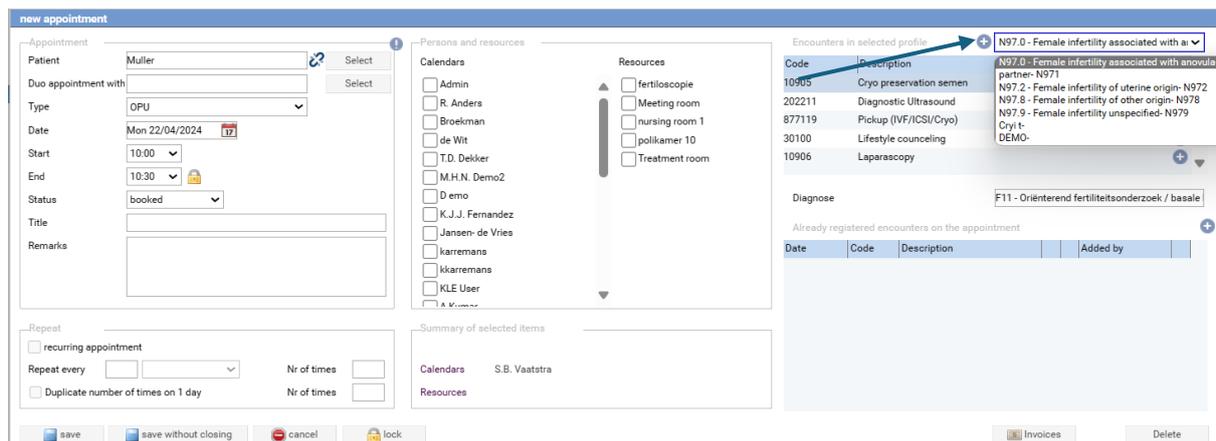


Figure 9 Selecting a profile with encounters

Press the "+" button located to the left of the selected profile to add all the encounters at once.

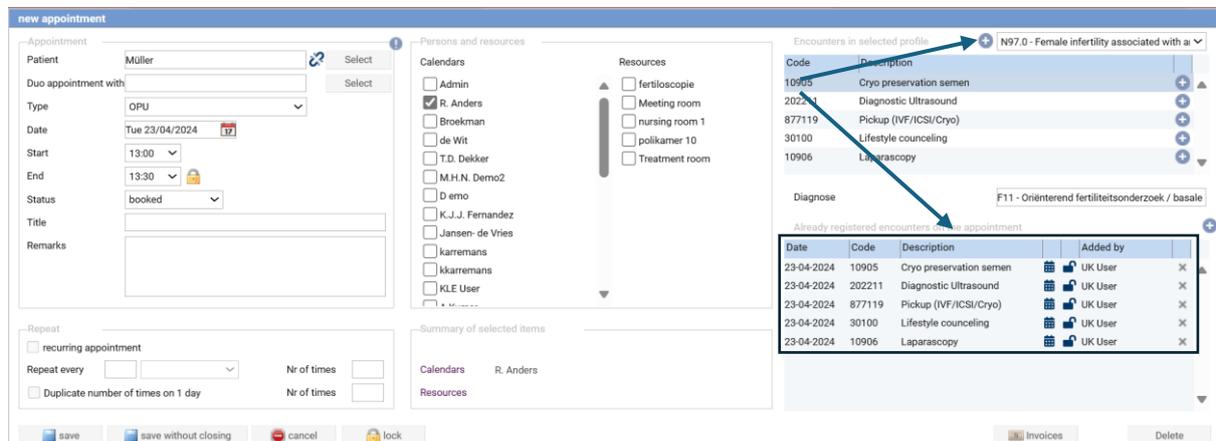


Figure 10 Adding Multiple Encounters at Once

This allows for quick and easy addition of multiple encounters to the invoice based on the selected profile.

Alternatively, you can pick single encounters from the list.

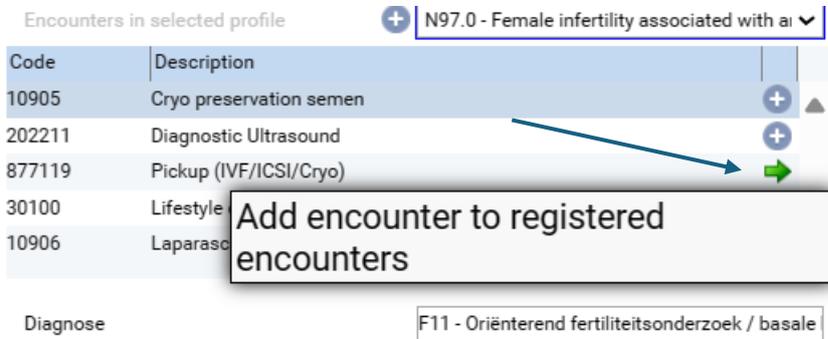


Figure 11 Adding Single Encounters

Hover over the '+' next to an encounter; it will turn into an arrow. Click on it to open a new window where you can set the date of the encounter and specify the quantity. The Addon indicates if the encounter is funded by the client's funder or not



Figure 12 Registering the Encounter

After clicking on "Add," the encounter is registered in a concept invoice.

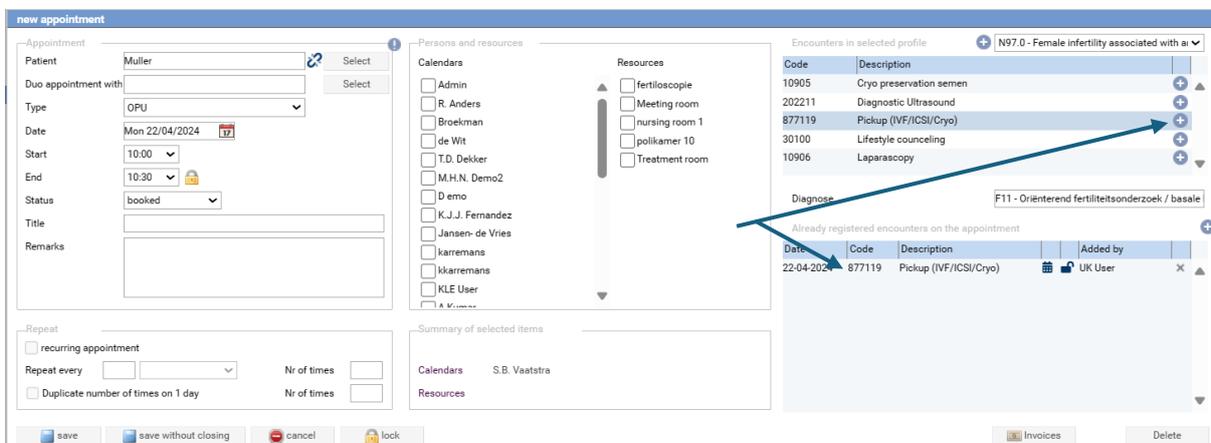


Figure 13 Adding Multiple Encounters at Once

We will discuss the process of finalizing an invoice on page [x] of this manual.

Creating automatic invoices using clinic view

An alternative method for generating invoices is by using the automatic invoicing function available in the clinic view.



Figure 14 Accessing Automatic Invoicing

Open the patient's file and click on the downward arrow in the treatment tab to locate the automatic invoicing option.

Click on "Invoicing" to open the following menu.

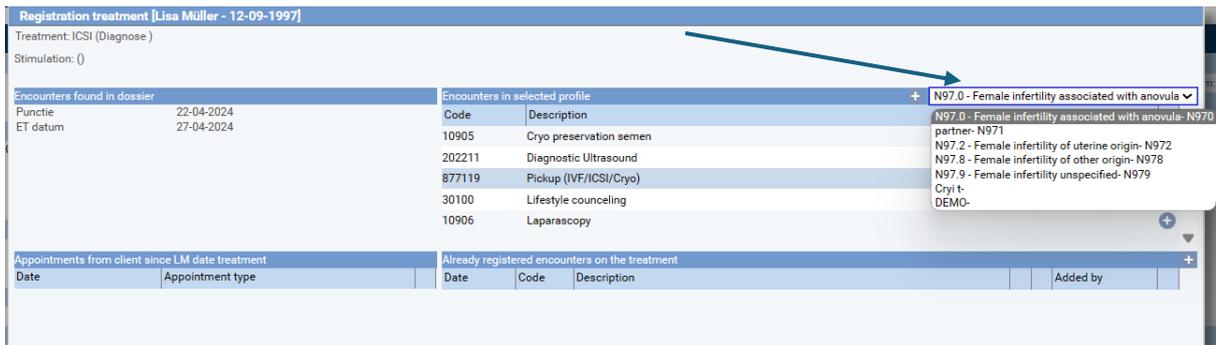


Figure 15 Selecting Profiles and Encounters

Similar to the invoicing process via the calendar, you can add all encounters associated with a profile at once by clicking the "+" icon located to the left of the profile.

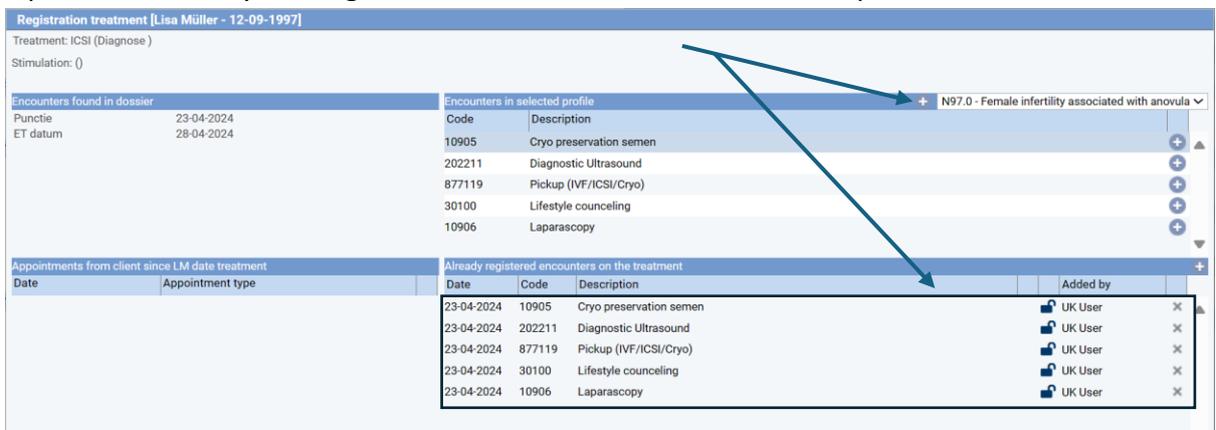


Figure 16 Adding Single Encounters

Alternatively, you can pick single encounters from the list. Hover over the '+' next to an encounter; it will turn into an arrow. Click on it to open a new window where you can set the date of the encounter and specify the quantity.

Figure 17 Registering the Encounter

After setting the details, click "Add" to register the encounter in a concept invoice.

Encounters found in dossier		Encounters in selected profile	
Punctie	ET datum	Code	Description
22-04-2024	27-04-2024	10905	Cryo preservation semen
		202211	Diagnostic Ultrasound
		877119	Pickup (IVF/ICSI/Cryo)
		30100	Lifestyle counseling
		10906	Laparascopy

Appointments from client since LM date treatment		Already registered encounters on the treatment			
Date	Appointment type	Date	Code	Description	Added by
		22-04-2024	877119	Pickup (IVF/ICSI/Cryo)	UK User

Figure 18 Saving the Invoice

To finalize, you can either continue adding encounters or save the current selections. Click "Save" to create the concept invoice and then close the invoice window.

Creating manual invoices using clinic view

The third method for creating invoices based on specific treatments is the manual invoice option. This approach allows for detailed customization of invoices.

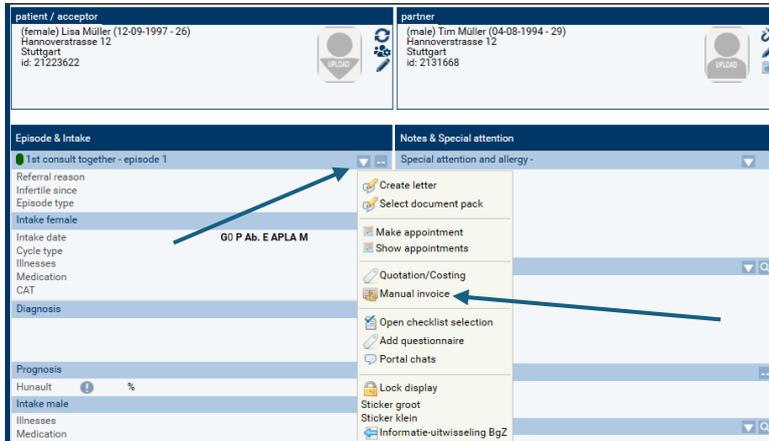


Figure 19 Accessing Manual Invoicing

In the clinic view, open a patient file. Then, click the down arrow in the "Episode & Intake" tab where you will find the "Manual Invoice" option.

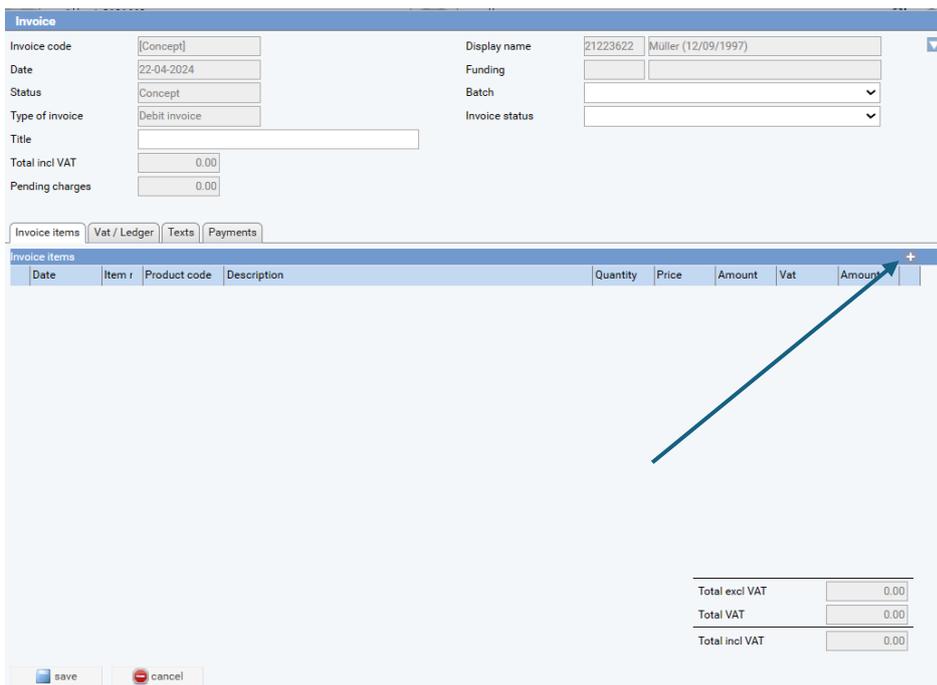


Figure 20 Opening the Invoice List

After selecting the manual invoice option, a blank invoice list will appear. Click on the "+" to open a list of all available encounters.

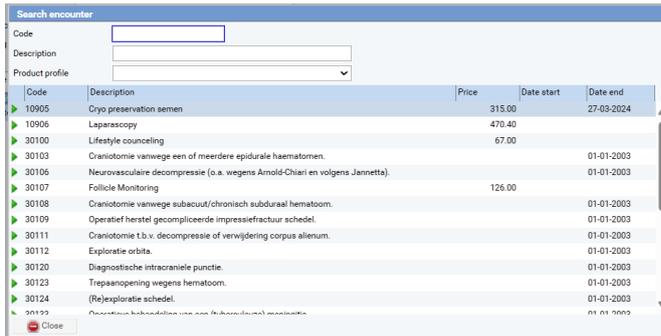


Figure 21 Searching for Encounters

To facilitate finding specific encounters, you can search based on product code, description, or the profile within which the encounter is categorized.

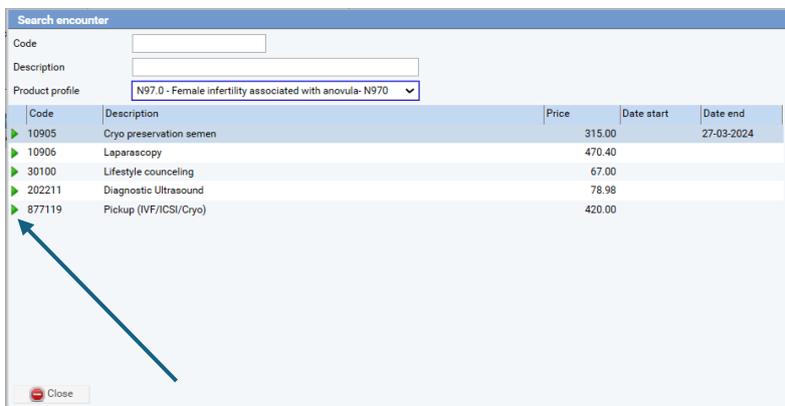


Figure 22 Selecting an Encounter

By clicking on the green arrow, you can select the encounter that you want to add to the invoice.



Figure 23 Specifying Details

And just like with the other two methods, you need to provide a date and quantity for the selected encounter.

After clicking on “add” the encounter is added to the invoice.

Invoice

Invoice code: [Concept] Display name: 21223622 Müller (12/09/1997)

Date: 22-04-2024 Funding: []

Status: Concept Batch: []

Type of invoice: Debit Invoice Invoice status: []

Title: []

Total incl VAT: 441.00

Pending charges: 0.00

Invoice items | Vat / Ledger | Texts | Payments

Invoice items

Date	Item r	Product code	Description	Quantity	Price	Amount	Vat	Amount
22-04-2024	1	877119	Pickup (NF/ICSI/Cryo)	1.0	420.00	420.00	21.00	441.00

Total excl VAT: 420.00

Total VAT: 21.00

Total incl VAT: 441.00

save cancel

Figure 24 Adding the Encounter to the Invoice

This action adds the chosen encounter to the invoice. By repeating this step for multiple encounters, you can create a custom invoice tailored to specific needs and circumstances.

Invoices for patient

Client: Lisa Müller, 12-09-1997 (Female)

Creationdate	Invoice date	C / D	Code	Total amount	Pending charg	Status	Funding
22-04-2024	22-04-2024	D	[Concept]	441.00	0.00	Concept	

Close

Figure 25 Saving and Redirecting

Once pressed save you will be redirected to the list of invoices the client has.

Cryo batch invoicing

For yearly reoccurring billing for example cryo storage of material there is the possibility to run batch run that will look for all patients with material in the cryo storage that didn't receive a invoice in over a year.

In order to do this navigate to invoicing

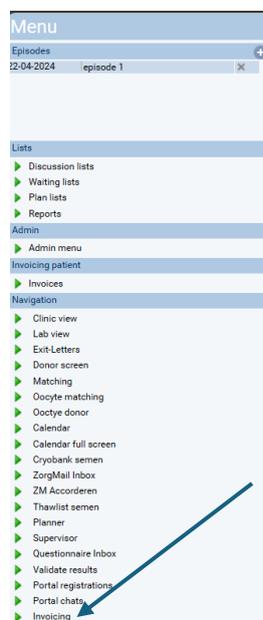


Figure 26 Accessing Invoicing Section

Then navigate to cryo batch invoices.

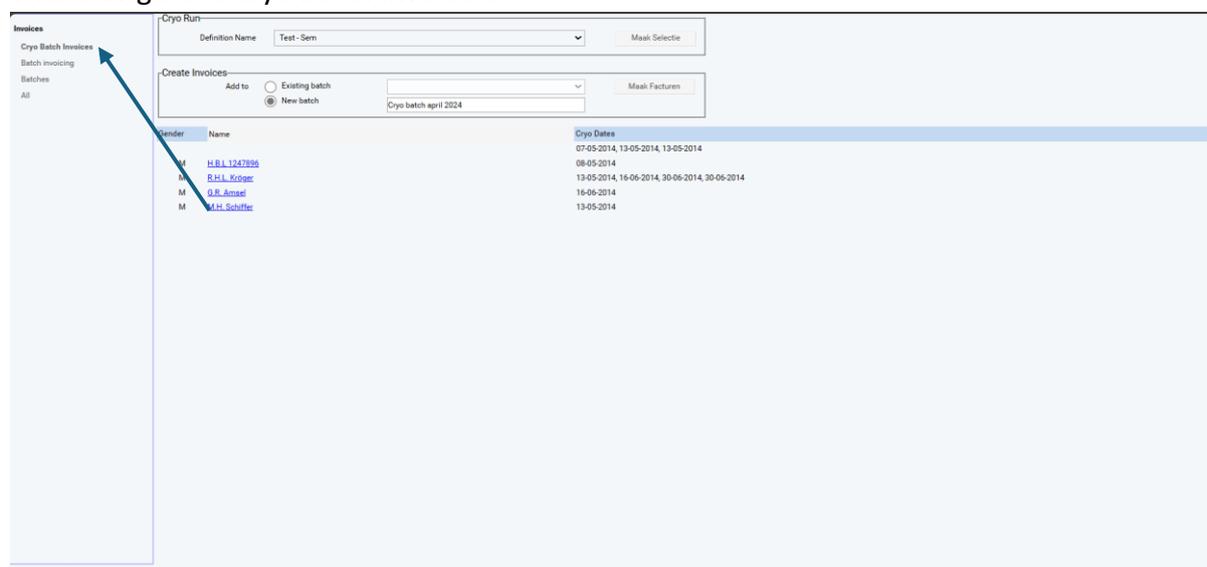
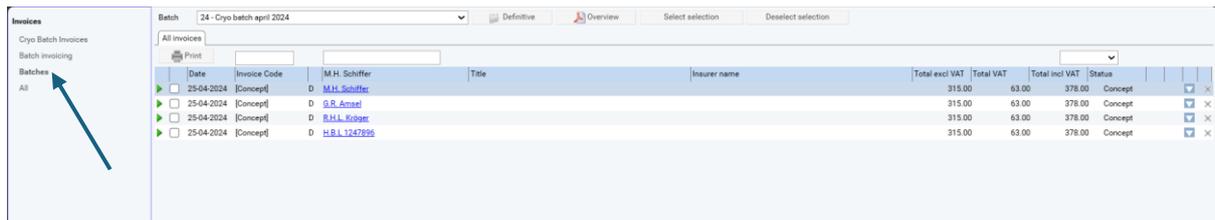


Figure 27 Selecting Cryo Batch Invoices

There you can select what kind of cryo run you would like to run for embryo's or semen for example.

There you click "make selection", select a batch that you would like to place the invoices in or create a new batch.



Batch: 24 - Cryo batch april 2024

Buttons: Definitive, Overview, Select selection, Deselect selection

Print

[Date]	[Invoice Code]	M.H. Schiffer	Title	Insurer name	Total excl VAT	Total VAT	Total incl VAT	Status		
25-04-2024	[Concept]	D. M.H. Schiffer			315.00	63.00	378.00	Concept	<input type="checkbox"/>	X
25-04-2024	[Concept]	D. H.R. Arns			315.00	63.00	378.00	Concept	<input checked="" type="checkbox"/>	X
25-04-2024	[Concept]	D. R.H.L. Krijger			315.00	63.00	378.00	Concept	<input type="checkbox"/>	X
25-04-2024	[Concept]	D. H.R.L. 1247896			315.00	63.00	378.00	Concept	<input type="checkbox"/>	X

Figure 28 Managing Batches

After the batch is made go to batches and then select the desired batch. After that you can finalize the invoices.

Finalizing and paying invoices

In this section of the manual, we will detail the steps necessary to finalize an invoice, as well as methods for printing or electronically sending invoices to a funder or client. We will also explore the various payment options available to clients for paying for the provided services.

Making a concept invoice finalized

Before an invoice can be sent to a funder or client, it must be checked and finalized. Once an invoice is finalized, it cannot be deleted or modified. This section of the manual will detail the various steps and considerations involved in finalizing an invoice.

Finalizing an invoice for client

Click on the invoicing button located on the left side of the screen to open the invoicing screen.

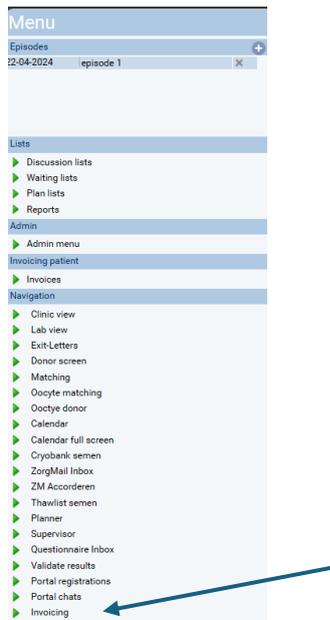


Figure 29 Accessing the Invoicing Screen

For batch processing, click on "batch invoicing" to view a list of all new invoices that haven't yet been assigned to a batch.

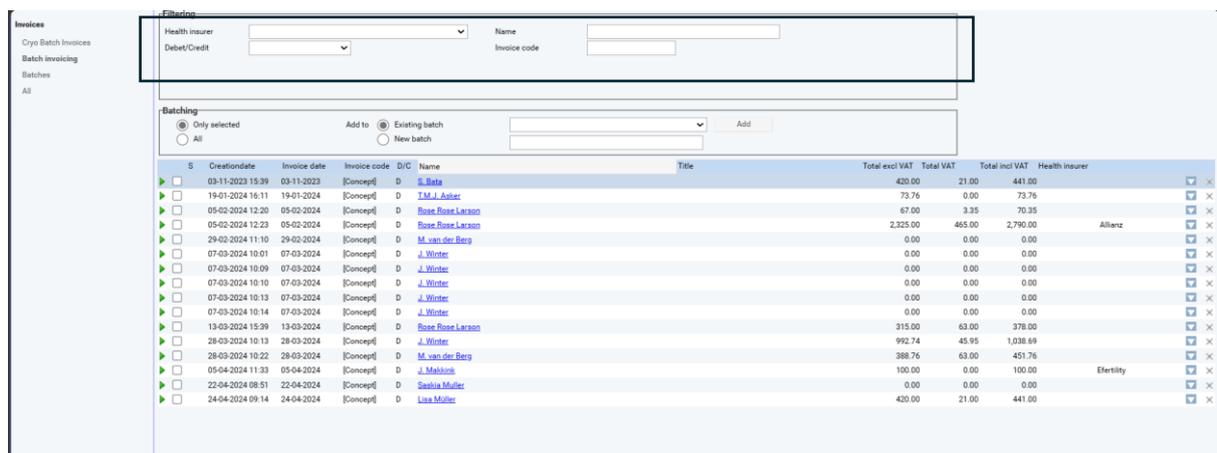


Figure 30 Managing Batch Invoicing filtering Options

In the top part of the screen, use filters to sort invoices by name, invoice code, health insurance or by whether they are debit, credit, or quotation types.

Batching

Only selected Add to Existing batch New batch

 Add

S	Creationdate	Invoice date	Invoice code	D/C	Name	Title	Total excl VAT	Total VAT	Total incl VAT	Health insurer
<input type="checkbox"/>	03-11-2023 15:39	03-11-2023	[Concept]	D	S. Bata		420.00	21.00	441.00	
<input type="checkbox"/>	19-01-2024 16:11	19-01-2024	[Concept]	D	T.M. J. Aslier		73.76	0.00	73.76	
<input type="checkbox"/>	05-02-2024 12:20	05-02-2024	[Concept]	D	Rose Rose Larson		67.00	3.35	70.35	
<input type="checkbox"/>	05-02-2024 12:23	05-02-2024	[Concept]	D	Rose Rose Larson		2,525.00	465.00	2,990.00	Allianz
<input type="checkbox"/>	29-02-2024 11:10	29-02-2024	[Concept]	D	M. van der Berg		0.00	0.00	0.00	
<input type="checkbox"/>	07-03-2024 10:01	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00	
<input type="checkbox"/>	07-03-2024 10:09	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00	
<input type="checkbox"/>	07-03-2024 10:10	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00	
<input type="checkbox"/>	07-03-2024 10:13	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00	
<input type="checkbox"/>	07-03-2024 10:14	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00	
<input type="checkbox"/>	13-03-2024 15:39	13-03-2024	[Concept]	D	Rose Rose Larson		315.00	63.00	378.00	
<input type="checkbox"/>	28-03-2024 10:13	28-03-2024	[Concept]	D	J. Winter		992.74	45.95	1,038.69	
<input type="checkbox"/>	28-03-2024 10:14	28-03-2024	[Concept]	D	M. van der Berg		388.76	63.00	451.76	
<input type="checkbox"/>	05-04-2024 11:33	05-04-2024	[Concept]	D	J. Makkink		100.00	0.00	100.00	Efertility
<input type="checkbox"/>	24-04-2024 08:51	22-04-2024	[Concept]	D	Saskia Muller		0.00	0.00	0.00	
<input checked="" type="checkbox"/>	24-04-2024 13:23	24-04-2024	[Concept]	D	Lisa Müller		420.00	21.00	441.00	

Figure 31 Assigning Invoices to Batches

In the list of invoices, you can send them to a batch. For example, select our hypothetical patient, choose the existing batch "April 2024," and press "add" to move the patient's invoice to this batch.

Invoices

Batch: 23 - april 2024 Definitive Overview Select selection Deselect selection

Print

	Date	Invoice Code	D	Name	Title	Insurer name	Total excl VAT	Total VAT	Total incl VAT	Status
<input checked="" type="checkbox"/>	24-04-2024	eFert000099	D	Lisa Müller	pickup		420.00	21.00	441.00	Definitive
<input checked="" type="checkbox"/>	24-04-2024	eFert000100	D	J. Makkink			100.00	5.00	105.00	Definitive

Figure 32 Reviewing Batch Details

Navigate to "Batches" and select a batch (in our example, "April 2024") to see a complete list of all invoices within this batch.

Invoices

Batch: 23 - april 2024

All invoices

Print

	Date	Invoice Code	D	Name
<input checked="" type="checkbox"/>	24-04-2024	eFert000099	D	Lisa Müller
<input checked="" type="checkbox"/>	24-04-2024	eFert000100	D	J. Makkink

Figure 33 Opening an Invoice for Editing

Click on the green arrow next to an invoice to open it and make necessary adjustments, if needed.

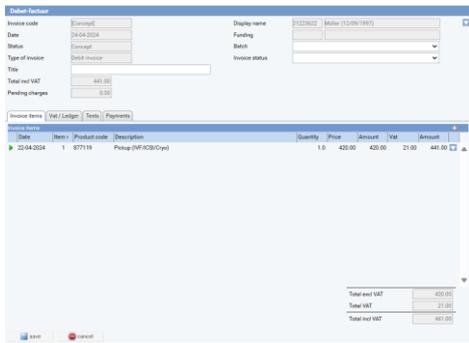


Figure 34 List of Encounter within a Invoice

Click on the green arrow before an encounter to open it and make final adjustments, such as changing the ledger it's booked on, the VAT rate, the quantity, or the price.



Figure 35 Editing Encounter Details within an Invoice

Click on the VAT/Ledger tab to review the VAT rate and ledger assignment for each encounter within the invoice.

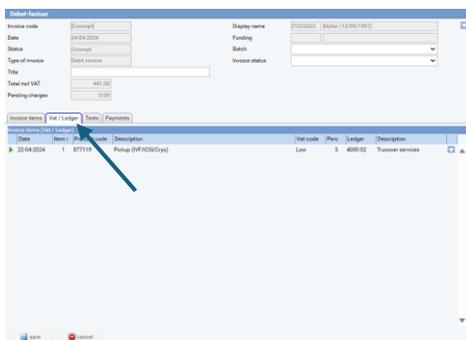


Figure 36 Reviewing VAT and Ledger Assignments

In the text tab, add internal notes or notes that will appear on the final invoice for clarity or additional information.

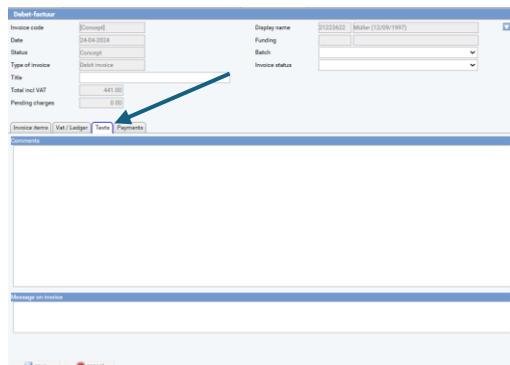


Figure 37 Adding Notes to the Invoice

Once all information is confirmed and complete, click on the “make definitive” button located beneath the downward arrow in the top right corner of the screen.

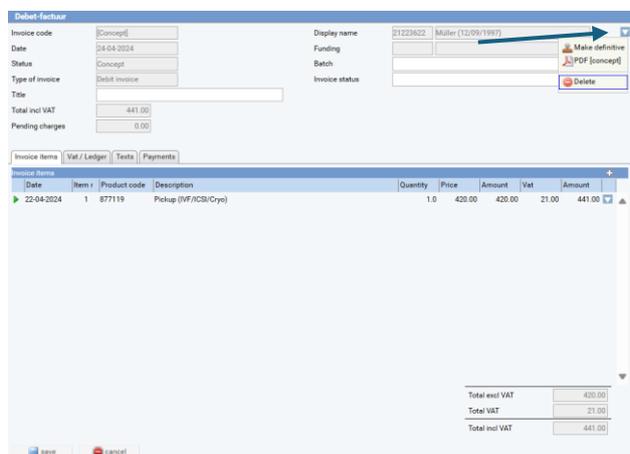


Figure 38 Finalizing the Invoice

Once clicked the invoice can not be change anymore.

Finalizing an invoice for funder

In scenarios where a client's insurance or funder covers the cost of certain encounters, it's essential to manage these along with non-funded encounters within the same invoice. Up to now, our examples have not covered situations where funding is involved. We will now demonstrate how to handle an invoice that incorporates both funded and non-funded encounters.

For this example, let's consider an invoice that includes two encounters: the Pickup and the Diagnostic Ultrasound. In our scenario, the Pickup is not funded, while the Diagnostic Ultrasound is covered by a funder or insurance.

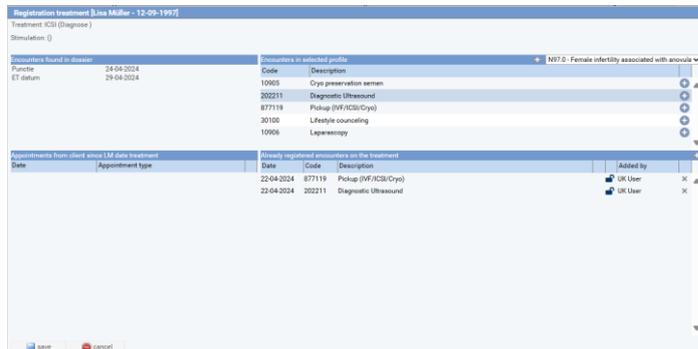


Figure 39 Creating an invoice with a funded encounter.

When adding the Diagnostic Ultrasound to the invoice, observe that the checkbox next to "Addon" is unchecked, unlike in previous figures (12, 17, and 23). This unchecking indicates that this encounter is funded by an insurer or funder, not by the client directly.

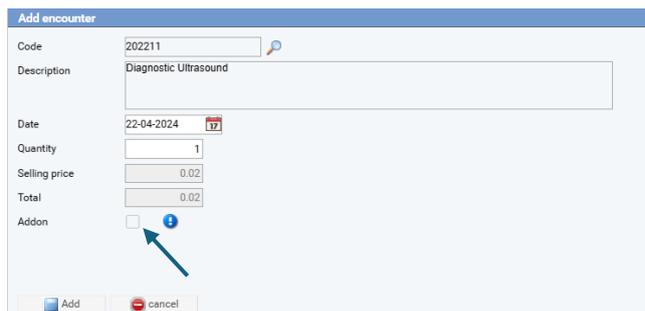


Figure 40 Adding a Funded Encounter to the Invoice

Upon navigating to the invoicing screen, you will see that your example patient has two separate invoices: one for her personally and another for the funder or insurance.

		Batching									
		<input checked="" type="radio"/> Only selected	Add to	<input checked="" type="radio"/> Existing batch	<input type="text"/>	Add					
		<input type="radio"/> All		<input type="radio"/> New batch	<input type="text"/>						
S	Creation date	Invoice date	Invoice code	D/C	Name	Title	Total excl VAT	Total VAT	Total incl VAT	Health insurer	
<input type="checkbox"/>	09-11-2023 15:39	09-11-2023	[Concept]	D	S. Bata		420.00	21.00	441.00		<input type="checkbox"/>
<input type="checkbox"/>	19-01-2024 16:11	19-01-2024	[Concept]	D	I.M.J. Bakker		73.76	0.00	73.76		<input type="checkbox"/>
<input type="checkbox"/>	05-02-2024 12:20	05-02-2024	[Concept]	D	Rose Rose Larson		67.00	3.35	70.35		<input type="checkbox"/>
<input type="checkbox"/>	05-02-2024 12:23	05-02-2024	[Concept]	D	Rose Rose Larson		2,325.00	465.00	2,790.00	Allianz	<input type="checkbox"/>
<input type="checkbox"/>	29-02-2024 11:10	29-02-2024	[Concept]	D	M. van der Berg		0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	07-03-2024 10:01	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	07-03-2024 10:09	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	07-03-2024 10:10	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	07-03-2024 10:13	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	07-03-2024 10:14	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	13-03-2024 15:39	13-03-2024	[Concept]	D	Rose Rose Larson		315.00	63.00	378.00		<input type="checkbox"/>
<input type="checkbox"/>	28-03-2024 10:13	28-03-2024	[Concept]	D	J. Winter		992.74	45.95	1,038.69		<input type="checkbox"/>
<input type="checkbox"/>	28-03-2024 10:22	28-03-2024	[Concept]	D	M. van der Berg		388.76	63.00	451.76		<input type="checkbox"/>
<input type="checkbox"/>	22-04-2024 08:51	22-04-2024	[Concept]	D	Saskia Muller		0.00	0.00	0.00		<input type="checkbox"/>
<input type="checkbox"/>	24-04-2024 14:46	24-04-2024	[Concept]	D	Lisa Muller		420.00	21.00	441.00		<input type="checkbox"/>
<input type="checkbox"/>	24-04-2024 14:47	24-04-2024	[Concept]	D	Lisa Muller		0.02	0.00	0.02	N.V. Univé Zorg	<input type="checkbox"/>

Figure 41 Reviewing the Funder's Invoice

On the invoice designated for the funder or insurance, you will notice the health insurer's details filled in next to the total price including VAT. This specifies whom the invoice is directed to.

Batching

Only selected Add to Existing batch Add
 All New batch

S	Creationdate	Invoice date	Invoice code	D/C	Name	Title	Total excl VAT	Total VAT	Total incl VAT	Health insurer	
▶	09-11-2023 15:39	09-11-2023	[Concept]	D	S. Saha		420.00	21.00	441.00		⌵ ×
▶	19-01-2024 16:11	19-01-2024	[Concept]	D	I.M.J. Asker		73.76	0.00	73.76		⌵ ×
▶	05-02-2024 12:20	05-02-2024	[Concept]	D	Rose Rose Larson		67.00	3.35	70.35		⌵ ×
▶	05-02-2024 12:23	05-02-2024	[Concept]	D	Rose Rose Larson		2,325.00	465.00	2,790.00	Allianz	⌵ ×
▶	29-02-2024 11:10	29-02-2024	[Concept]	D	M. van der Berg		0.00	0.00	0.00		⌵ ×
▶	07-03-2024 10:01	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00		⌵ ×
▶	07-03-2024 10:09	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00		⌵ ×
▶	07-03-2024 10:10	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00		⌵ ×
▶	07-03-2024 10:13	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00		⌵ ×
▶	07-03-2024 10:14	07-03-2024	[Concept]	D	J. Winter		0.00	0.00	0.00		⌵ ×
▶	13-03-2024 15:39	13-03-2024	[Concept]	D	Rose Rose Larson		315.00	63.00	378.00		⌵ ×
▶	28-03-2024 10:13	28-03-2024	[Concept]	D	J. Winter		992.74	45.95	1,038.69		⌵ ×
▶	28-03-2024 10:22	28-03-2024	[Concept]	D	M. van der Berg		388.76	63.00	451.76		⌵ ×
▶	22-04-2024 08:51	22-04-2024	[Concept]	D	Saskia Muller		0.00	0.00	0.00		⌵ ×
▶	24-04-2024 14:46	24-04-2024	[Concept]	D	Lisa Müller		420.00	21.00	441.00		⌵ ×

Figure 42 Finalizing the Funder's Invoice

Just as you finalize an invoice for a client, you can finalize the invoice for a funder or insurance. This can be done directly through the invoice itself, or you could click on the “make definitive” option located under the downward arrow beside the invoice in the list.

Payment of invoices

After an invoice is finalized, it can be sent to a funder or client for payment. This part of the manual will guide you through the process by which a funder or client can pay for the services provided.

Payment by client

After an invoice is finalized, it can be sent to a client for payment. This part of the manual will guide you through the process that a client follows to make a payment for the services provided. A global payment record is created once an invoice is finalized.

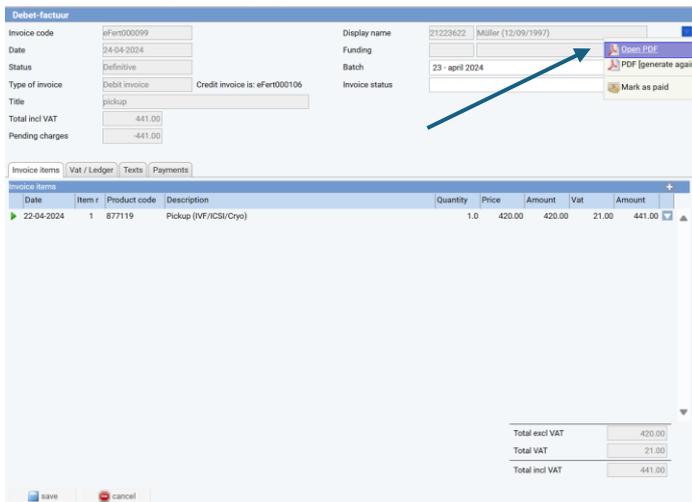


Figure 43 creating pdf of invoice.

Once a finalized a pdf can be made to be print for the client.

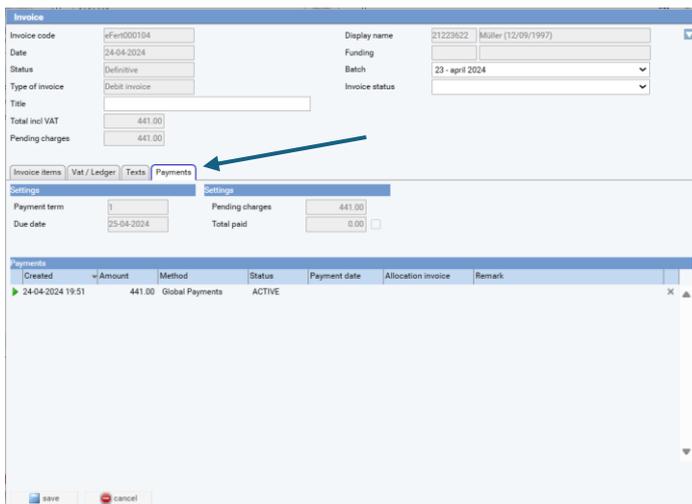


Figure 44 Accessing Payment Details

To view payment details, open the finalized invoice and then click on the 'Payment' tab. This action displays the payment details associated with that invoice.

Invoice items	
Created	24-04-2024 19:51
Payment Method	Global Payments
Amount	441.00
Status	 ACTIVE
Payment date	
URL	https://apis.sandbox.globalpay.com/ucp/postback/MjAyMTAzMjJfSDJWY0Qx
Remark	

Close

Figure 45 Viewing Invoice Payment Link

Click on the green arrow next to the payment record to view the invoice detail, including the URL of the global payment link. This link is crucial as it is used by the client to make their payment.

Sample Merchant Name English ▾

Product/Service

Invoice eFert000104 Invoice eFert000104	Total to pay 441,00 €
--	---------------------------------

1. Customer Information

Email address * Phone number *



Billing Address

First Name Last Name

Street a

City

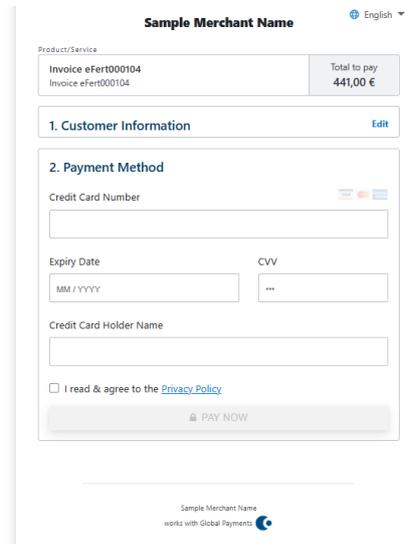
Postal/ Zip Code Country

[Proceed to Payment](#)

2. Payment Method

Figure 46 Payment Link Provision

The global payment link is provided to the client, offering a secure method to pay via debit or credit card. This process simplifies the payment procedure, allowing for efficient and secure transactions.



The screenshot displays a payment portal for 'Sample Merchant Name'. At the top right, there is a language selector set to 'English'. Below the merchant name, the 'Product/Service' section shows 'Invoice eFert000104' and 'Total to pay 441,00 €'. The form is divided into two main sections: '1. Customer Information' with an 'Edit' link, and '2. Payment Method'. The payment method section includes fields for 'Credit Card Number', 'Expiry Date' (MM / YYYY), 'CVV' (***), and 'Credit Card Holder Name'. A checkbox for 'I read & agree to the [Privacy Policy](#)' is present. A 'PAY NOW' button is located at the bottom of the form. At the very bottom of the page, it states 'Sample Merchant Name works with Global Payments' with a logo.

Figure 47 Completing the Payment

Once at the payment portal, the client will need to enter their credit card information and click on "pay now." After the payment is successfully processed by the card provider, the status of the payment on the invoice will update to 'paid,' and the payment date will be recorded in the system.

Payment by funder

For efficient dispatch of multiple invoices to a funder or insurance, creating and sending them as a batch can simplify the process considerably. The method of creating a batch was previously discussed on page 19, illustrated in Figure 30.



Figure 48 Creating a Batch for a Specific Funder or Insurance

Start by filtering invoices based on the health insurer to generate a dedicated batch for that funder or insurance. Once the batch is created, navigate to the 'Batches' section, and select the batch you have just created.

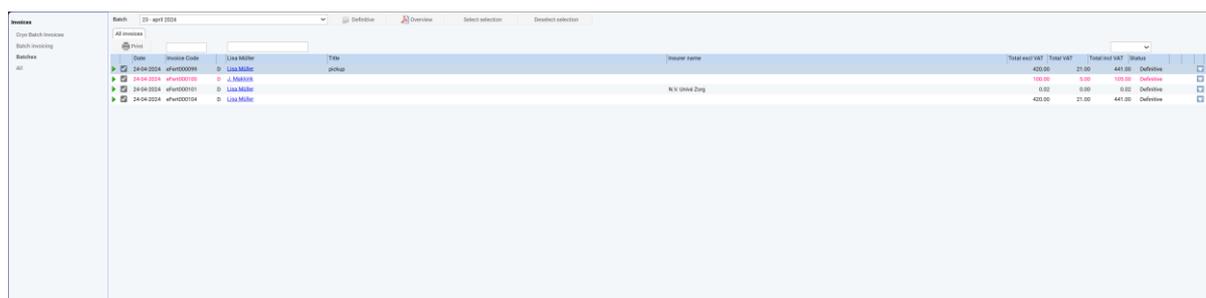


Figure 49 Generating a PDF of the Batch for Sending

In the batch view, click on 'select selection' to choose all invoices within that batch. Following this, clicking on the 'print' button will generate a PDF containing all the selected invoices. This PDF can then be sent to the funder or insurance company, providing a consolidated document of all relevant invoicing details for easy processing.

Backend manual

Overview

Within the admin menu of the eBase system, users can access and configure invoicing settings. This section contains nine sub-menus, each dedicated to a specific aspect of financial management:

- Ledger Accounts
- VAT (Value-Added Tax)
- Encounters
- Price Agreements
- Funding List
- Funding Contracts
- Profiles
- Cryo Run Definitions
- Dot Codetables

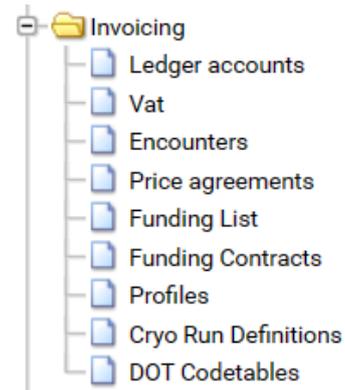


Figure 50 Overview of Invoicing

We will explore each sub-menu in detail, explaining their functionalities and configurations.

Ledger accounts

The Ledger Accounts menu allows for the creation of different ledgers for various transactions, such as services or medications.

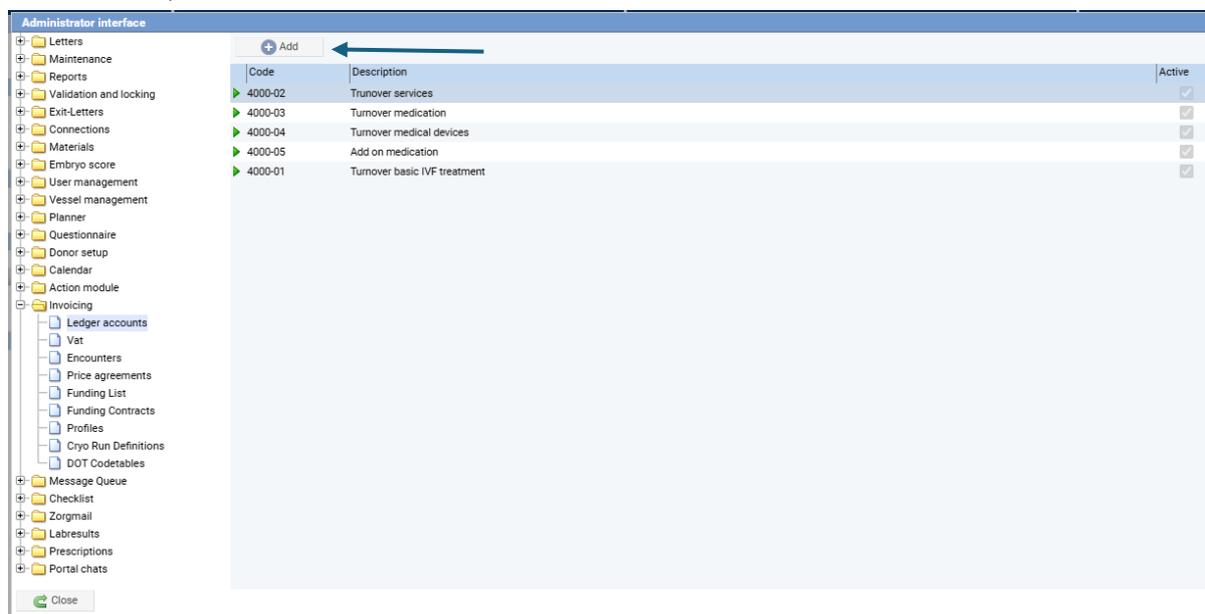


Figure 51 Creating a new Ledger.

Click the “+ Add” button to create a new ledger. Each ledger must have a unique code and a clear description specifying the types of transactions to be booked. You can also toggle the status between active and inactive.



Figure 52 Detailing a new ledger.

Vat

The VAT menu enables setting different VAT rates, which is useful for applying varying tax rates to different services or products.

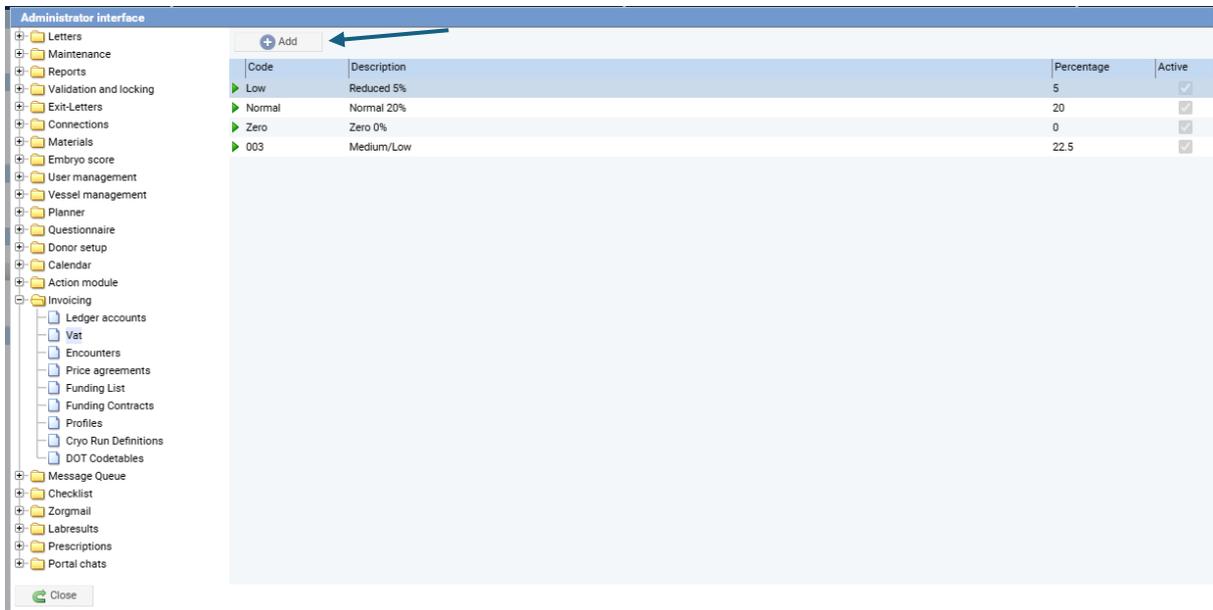


Figure 53 Creating VAT rates.

Click the “+ Add” button to introduce a new VAT rate. You must provide a unique code, a descriptive explanation of the VAT's application, and the VAT percentage. The VAT can also be set as active or inactive.



Figure 54 Setting a new VAT rate.

Encounters

The Encounters menu lists all service encounters that should be invoiced to clients, detailing their associated ledger, selling price, and VAT rate.

The screenshot shows the 'Administrator interface' with a sidebar menu on the left containing various categories like Letters, Maintenance, Reports, etc. The 'Encounters' menu item is highlighted. The main area displays a table of encounters with columns for Code, Description, Selling price, Ledger, Vat, Date start, and Date end. An arrow points to a '+ Add' button at the top of the table.

Code	Description	Selling price	Ledger	Vat	Date start	Date end
10905	Cryo preservation semen	315.00	4000-02	Normal		27-03-2024
10906	Laparascopy	470.40	4000-02	Normal		
30100	Lifestyle counseling	67.00	4000-02	Low		
30103	Craniotomie vanwege een of meerdere epidurale haematomen.				01-01-2003	
30106	Neurovasculaire decompressie (o.a. wegens Arnold-Chiari en volgens Jannetta).				01-01-2003	
30107	Follicle Monitoring	126.00	4000-01	Normal		
30108	Craniotomie vanwege subacuut/chronisch subduraal hematoom.				01-01-2003	
30109	Operatief herstel gecompliceerde impressiefractuur schedel.				01-01-2003	
30111	Craniotomie t.b.v. decompressie of verwijdering corpus alienum.				01-01-2003	
30112	Exploratie orbita.				01-01-2003	
30120	Diagnostische intracraniale punctie.				01-01-2003	
30123	Trepanopening wegens hematoom.				01-01-2003	
30124	(Re)exploratie schedel.				01-01-2003	
30133	Operatieve behandeling van een (tuberculeuze) meningitis.				01-01-2003	
30134	Gesloten leucotomie.				01-01-2003	
30141	Leucotomie à vue.				01-01-2003	
30144	Stereotactische operatie voor de anesthesioloog inclusief de hulp bij ventriculografie en coagulatie.				01-01-2003	
30146	Open biopsie aandoening hersenen.				01-01-2003	
30147	Stereotactische biopsie aandoening hersenen.				01-01-2003	
30148	Functionele stereotactische operatie, hersenen (zie 030147 voor stereotactische biopsie).				01-01-2003	
30149	Stereotactische operatieve ingreep t.b.v. brachytherapie.				01-01-2003	
30150	Behandeling van oppervlakkige osteomyelitis van het schedeldak.				01-01-2003	
30152	Tracto-nucleotomie centrale zenuwstelsel.				01-01-2003	
30153	Excisie aandoening schedeldak.				01-01-2003	
30154	Open biopsie schedeldak.				01-01-2003	
30155	Percutane biopsie schedel.				01-01-2003	

Figure 55 Creating new Encounters.

Click the “+ Add” button to establish a new encounter. It should have a unique code, a description, a selling price excluding VAT, and a specified VAT rate. Optionally, you can set a start and end date, which restricts the availability of the encounter to a specific timeframe.

The 'Data encounter' form contains the following fields and values:

- Code: 10905
- Description: Cryo preservation semen
- Selling price: 315.00
- Ledger: 4000-02 (Trunover services)
- Vat: Normal (Normal 20%)
- Date start: 17
- Date end: 27-03-2024

Buttons for 'save' and 'cancel' are located at the bottom of the form.

Figure 56 Encounter details

Price agreements

The Price Agreement menu allows for the registration of financial agreements with entities like health insurance companies.

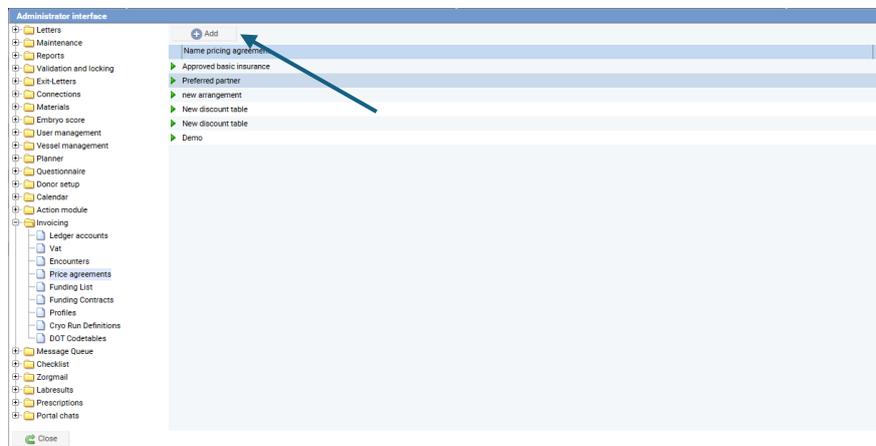


Figure 57 List of price agreements.

Click the “+ Add” button to create a new price agreement. Each agreement requires:

- Name: A distinctive name for the agreement.
- Products: For each product included in the agreement, click “+ Add” to generate a blank line. Provide the following details for each product:
 - Product Code: The code assigned to an Encounter.
 - Declaration Code: The specific code for billing purposes.
 - Start and End Date: The effective dates of the agreement.
 - Total amount: The agreed cost of the product.
 - Max: The agreed maximum number of times the product can be invoiced under this agreement.

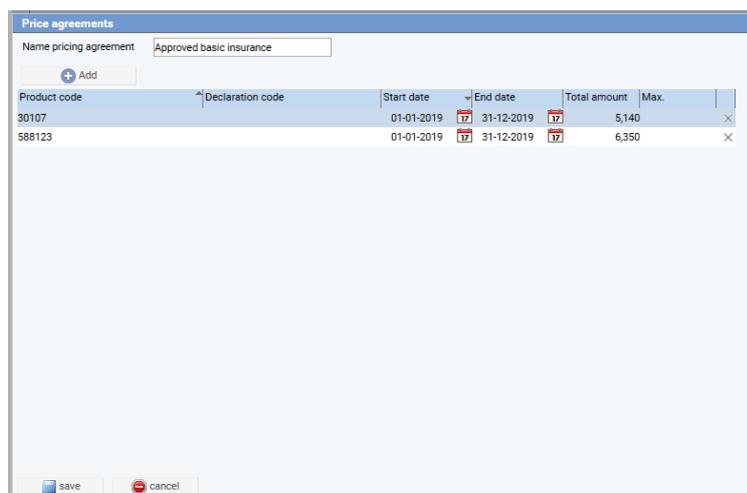


Figure 58 Creating a new price agreement.

Funding List

The Funding List menu is dedicated to registering entities that provide funding for treatments.

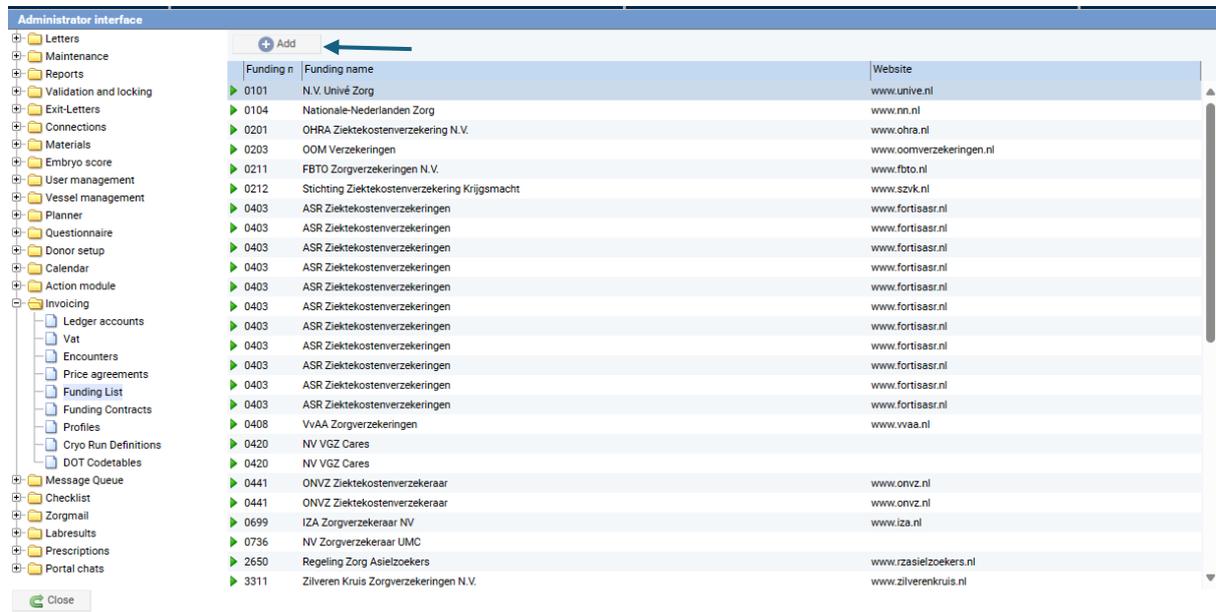


Figure 59 Adding a New Funder

Click the “+ Add” button to add a new funder to the list.
 The information must be as complete as possible.
 The funder number being unique number.

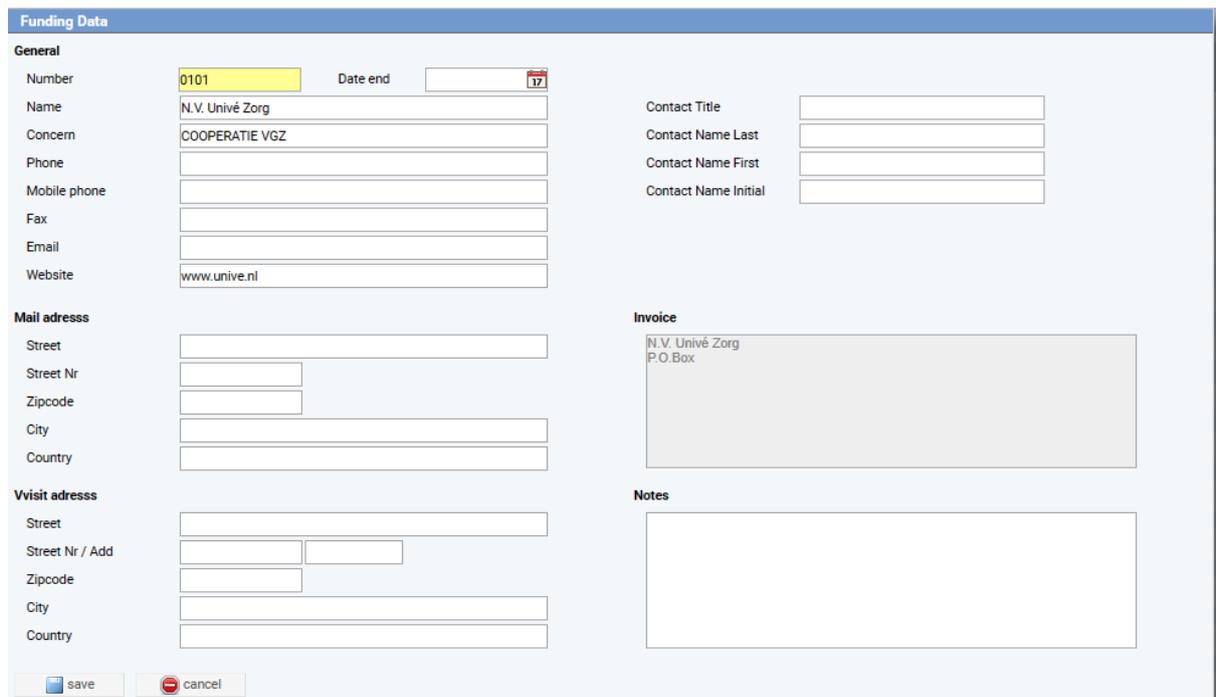


Figure 60 Funder Information Entry

Funding Contracts

The Funding Contracts menu facilitates linking price agreements to funders such as health insurance companies.

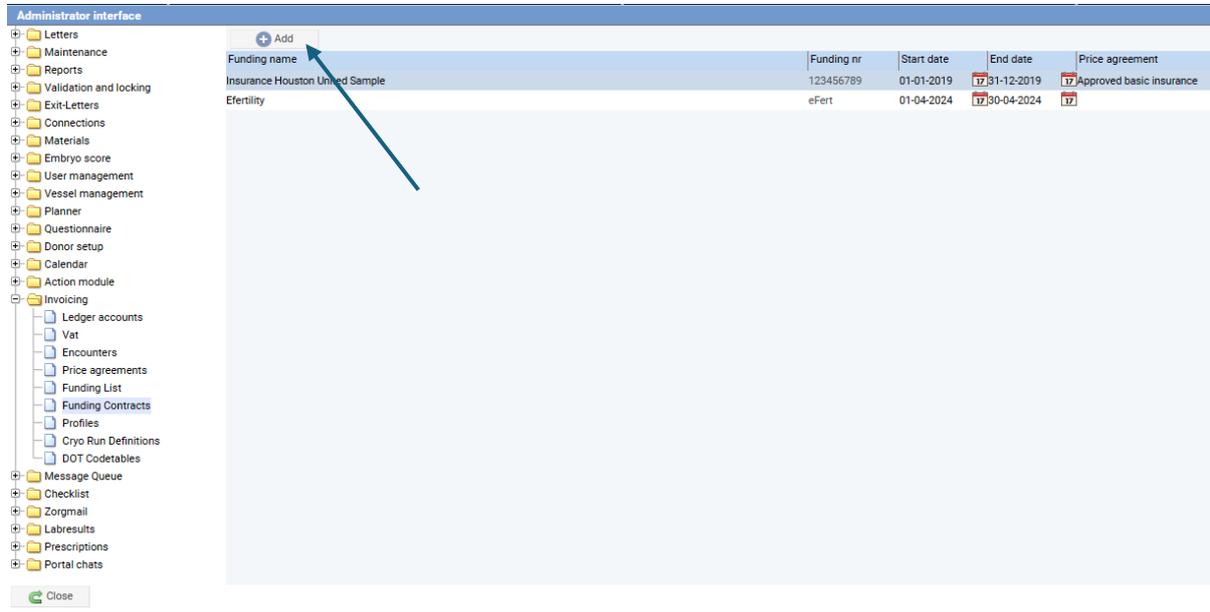


Figure 61 Creating a New Funding Contract

When clicking the “+ Add” button to create a new entry. An empty line will appear in the list where you can enter details:

- Funding Name: Click on the empty field under Funding Name and begin typing part of the funder's name. A drop-down selection will appear, allowing you to choose from names that closely match your input.
- Funding nr: This code is assigned to the funder and will auto-fill once a funder is selected.
- Start and End Date: Specify the dates during which the contract is effective.
- Price Agreement: Select the previously created price agreement to link to this funder.

Profiles

Profiles are packages of encounters that simplify the creation of complete invoices.



Figure 62 Creating a New Profile

Click on the “Add” button to initiate a new profile. You will need to provide a name and a description for the profile to help identify its purpose and content.

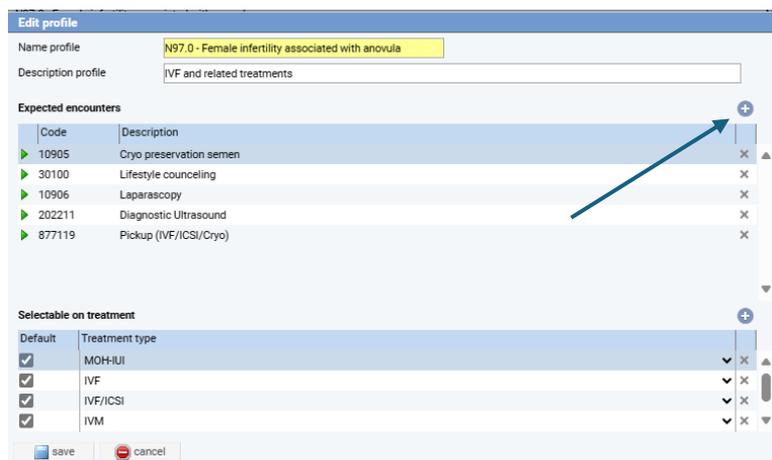


Figure 63 Adding Encounters to a Profile

To add encounters to a profile, click on the “+” button on the right side of the interface. This action will open a new window featuring a magnifying glass icon.

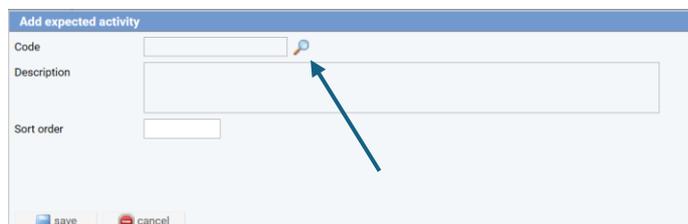


Figure 64 Searching for Encounters

Press the magnifying glass icon to open a search window displaying all available encounters registered in the system.

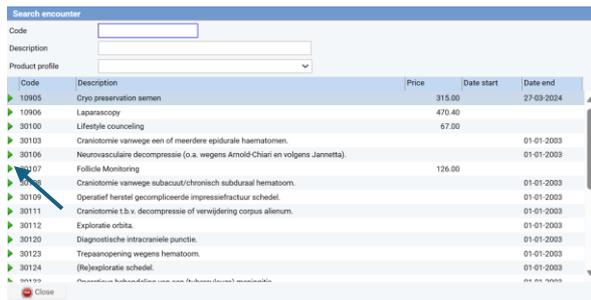


Figure 65 Selecting Encounters

In the search window, you can locate encounters by their code, description, or by the profile they are already included in. After finding the desired encounter, click on the green arrow next to it. This action selects the encounter and automatically fills in the encounter code in the previous window.

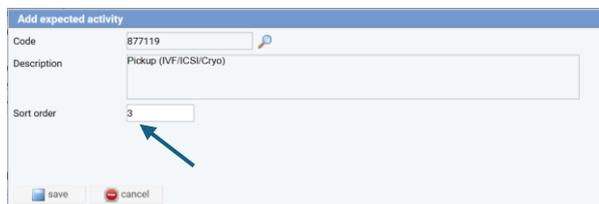


Figure 66 Setting the Sort Order

The sort order determines the position of the encounter within the profile list. Assigning a low number positions the encounter towards the top of the list, while a high number places it at the bottom.

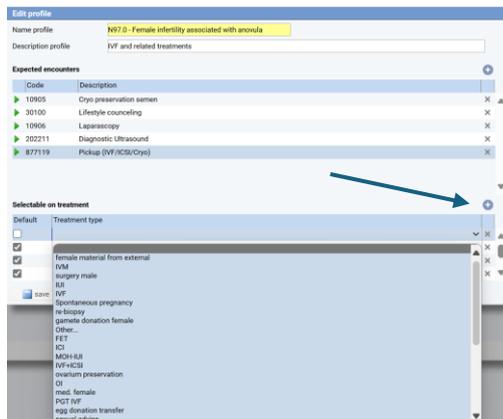


Figure 67 Specifying Treatment Types

Once you have compiled a list of expected encounters within the profile, it's necessary to specify the type of treatment for which the profile is applicable. Click on the "+" icon to add a new row. Once clicked, a dropdown menu appears, offering a selection of all available treatment types.

Cryo Run Definitions

Definition Name	Name profile
Test - Sem	Cryo run semen
Test - Emb	Cryo storage costs embryos

Figure 68

Edit Cryo Run Definition

Definition Name:

Name profile:

```

SELECT TOP 10 care_person_id, source_table, source_id, cryo_date FROM (
  SELECT care_person_id
    , 'care_cryo_sem' AS source_table
    , care_cryo_sem_id AS source_id
    , cryo_date
  FROM care_cryo_sem
 WHERE COALESCE(contract_start, CURRENT_TIMESTAMP) >= CURRENT_TIMESTAMP
   AND COALESCE(contract_end, CURRENT_TIMESTAMP) <= CURRENT_TIMESTAMP
   AND DATEADD(YEAR, 1, COALESCE(last_invoice_date, '1900-01-01')) <= CURRENT_TIMESTAMP
) T
    
```

Query should ONLY return care_person_id

Figure 69

Dot Codetables

Not finished yet.

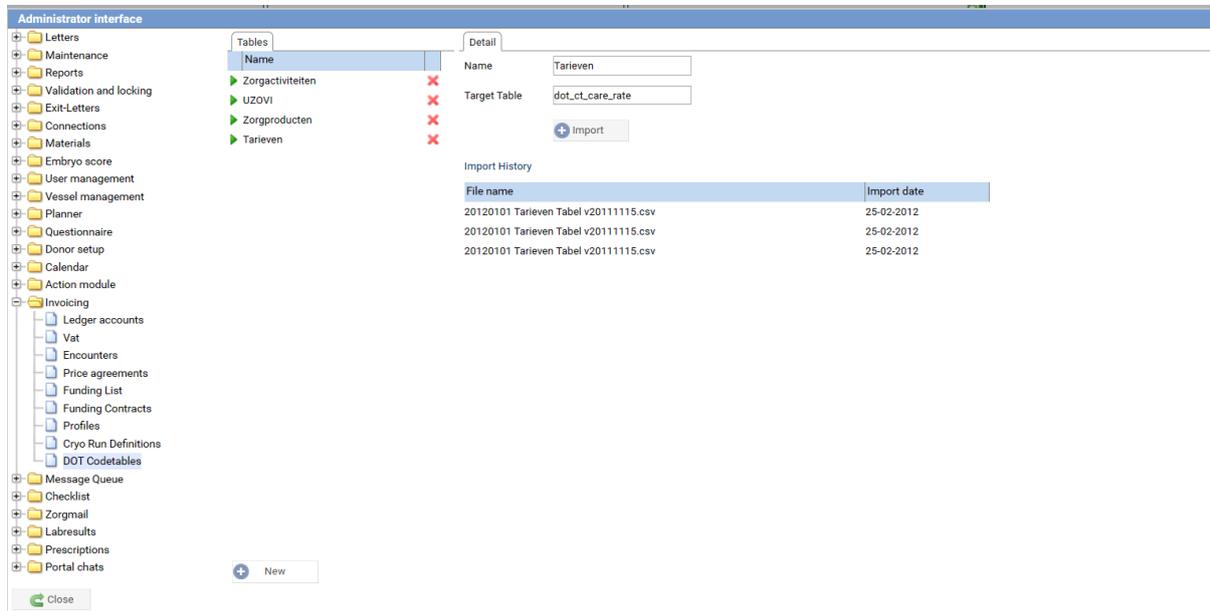


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