

# Creating An Invoice In ECLiPS

## Routine & Non-Insurance

- Access The Patient Either From The **PATIENT** By Selecting INVOICE Or **OPTICAL CHECKOUT TAB** By Selecting The Patient And Then ADD INVOICE
- Upon Completion Of The Eye Exam, Your Doctor Will Send Over Procedural And Diagnosis Codes.
- If They Do Not Come Over, Or You Need Add Additional Services, You Can Manually Enter By Using The Pull-down Bars And The Professional Services Button On The Bottom Left Side Of The Pop-up Window
- If you need to delete a service, select the hamburger on the right side

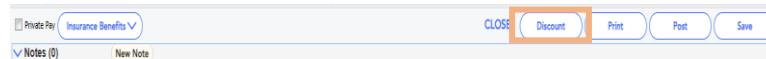


Line Test (37/F)  
IN29563  
Open  
Location: 1047 - Triangle Visions - Gastonia  
Date of Service: 06/11/2023

ICD Codes - Click letter button to toggle on/off for all line items. Select the drop down to add additional ICD codes.

Item ID	ICD Code(s)	Procedure/Product Code	Insurance	Usual/Cust Fee	Allowable	Ins. Res.	Ins. Adjust	Pt. Disc	Co-Pay	Pt. Res.	Total Pt. Tx	Pt. Balance	Ins. Balance
1		92014 92014- EST Cor	EyeMed (Vision-Oth)	\$140.00		\$0.00	\$0.00	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						0%	0%					0%	0%

- For All Routine & Non-insurance, Patients, Select The Discount Button To Zero Out The Invoice

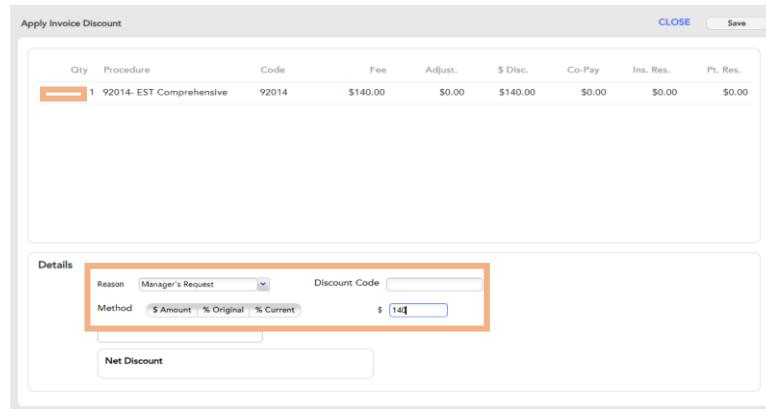


Private Pay Insurance Benefits

CLOSE Discount Print Post Save

Notes (0) New Note

- Once Discount Window Pops Up, Select The Item(s) You Want To Discount And Fill Out The Reason, \$ Or %, And How Much
- Select Save When Finished



Apply Invoice Discount

Qty	Procedure	Code	Fee	Adjust.	\$ Disc.	Co-Pay	Ins. Res.	Pt. Res.
1	92014- EST Comprehensive	92014	\$140.00	\$0.00	\$140.00	\$0.00	\$0.00	\$0.00

Details

Reason: Manager's Request

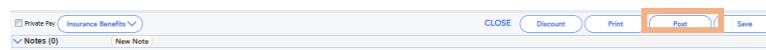
Discount Code:

Method: \$ Amount: \$ 140.00 % Original: % Current: %

Net Discount:

CLOSE Save

- Post To Account & Proceed To Process/Bill In Ciao!
- When prompted about recall, select YES



Private Pay Insurance Benefits

CLOSE Discount Print Post Save

Notes (0) New Note

- Refer To **Insurance Binder** If You Have Questions Regarding Routine Plans

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## Medical Insurance

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- For All Medical Insurance Plans, Eclips Will Auto-calculate The Insurance Responsibility

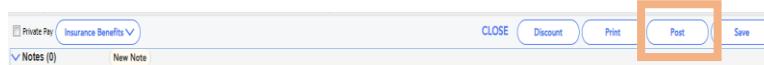
PT BAL should always be \$0 (apply payments). Only BAL left is Ins. Balance.

VERY IMPORTANT: In Ciao! Optical - DO NOT reduce Plan Pays by Copay Amount. We do this for Routine but not for Medical, this is already covered when you apply it in Eclips.

- Record Patient Copay By Selecting The Pay Button And Completing The Payment Details
- When Prompted About Recall, Select YES

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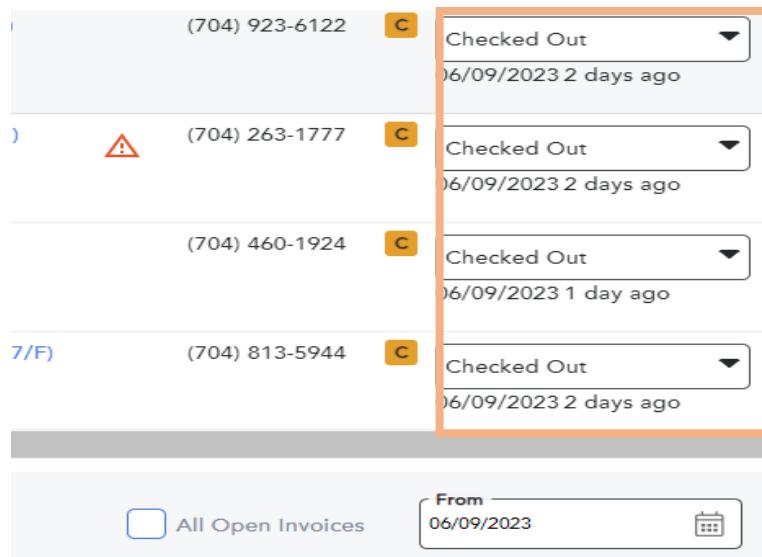
- Post To Account & Proceed To Process In Ciao!



- Refer To **Insurance Binder** If You Have Questions Regarding Medical Plans

## **FOR ALL PATIENTS (ROUTINE, MEDICAL, NON-INSURANCE) YOU MUST COMPLETE THE FOLLOWING:**

- On The **HOME TAB** All Patients Should Be Checked Out (See Scheduling Next Exams Guide For Scheduling Process) And All Invoices Posted By The End Of The Day



Type	Patient
Posted	Kendrick, Leslie
Posted	Devenny, Larry
Posted	Ownsby, Jason P
Posted	Thomas, Harvey
Posted	Archibald, Ian
Posted	Seagle, Kathryn

- Schedule The Patient Their Tentative Next Eye Exam By Going Back To The **SCHEDULER** And Selecting Check Out And Follow The Prompts