



## Reconciling your WellSouth clinical claims made easier with BCTI/PMS Alignment

Reconciling your WellSouth clinical claims between the BCTI lists and your PMS can be a time-consuming process and difficult to see which claims haven't been paid.

Many practices have one generic WellSouth account in the PMS with all the clinical claims being invoiced into that account while the WellSouth Clinical BCTIs are grouped into individual claim headings.

To reduce the time spent reconciling and improve visibility of unpaid invoices, we can align your clinical claim invoices to individual accounts within your PMS so they reflect the structure of the BCTIs.

### How to get started:

The document in the link below has a list of the clinical claims available. (please note that your practice may not have all the claims in the list) You will need to create an account in your PMS for each of the claims you want to show in that particular account. For example, **WS CVD** – this is the account name for all CVD management and CVD risk assessment claims. You can create as many accounts as you would like, or group them to suit.

Once you have created the accounts, then you can go back in and note what the Internal IDs are.

### For Evolution Users

Open the 'patient register' (F3) and you will see the 'Internal ID' in the audit tab (tab 12) at the bottom left-hand corner.

### For Indici Users

*At the time of going to print, this process hadn't been received from Indici. If you would like to find out more to have this implemented, please email me directly at [karen.bolch@wellsouth.org.nz](mailto:karen.bolch@wellsouth.org.nz)*

Once you have created all your accounts, please enter the 'Internal ID' on the form and email this to [practicenetwork@wellsouth.org.nz](mailto:practicenetwork@wellsouth.org.nz) You will receive a confirmation email once the process has been completed. From that moment onwards, all claims will go to their new respective accounts.

To make this process as smoothly as possible, it is suggested that you request this change to happen either at the start of the month or the end of the month.

### Handy Hint

To make this process as smoothly as possible, I'd suggest that you request this change to happen either at the start of the month or the end of the month. This means the majority of your claims will go to the new account and not be split between the new and old accounts. The second month will have all claims in the new account only.

### What happens when WellSouth have new clinical claims:

When there is a new clinical claim created by WellSouth, you will be required to create new account in your PMS and send the 'Internal ID number' through to have them aligned. These reminders will be at the bottom of each clinical program sheet.

Link for editable form to be completed [BCTI-PMS-Alignment-Form.pdf](#)

If you wish to discuss this process in more detail or have any questions, please contact either your practice partner or myself [karen.bolch@wellsouth.org.nz](mailto:karen.bolch@wellsouth.org.nz)