

## Overview

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Firstly, we will ask you to fill out a **Doctor Registration** form with all your details then fax, mail or email this back to us. We will then make sure you are registered with all the private health funds, Medicare, DVA, TAC and WorkCover under the umbrella of our billing service. Registering with our Medicare Minor ID and postal address, enables AMBS to act on your behalf when following up on your billing and your payments. We will also register you for Eclipse (online gapcover claiming) and HIC (online bulk billing and DVA claiming). The turnaround time for eclipsed accounts is 2-10 days.

If you need additional provider numbers for locations, you can find all the information and forms on the Medicare human resources website.

Once registered, you submit billing to us by mail, fax, email or in person. How you want your accounts done is up to you. See **Information needed for billing** and **Billing terms**.

Payments will be made directly into your nominated account, and we will bill you for our commission fortnightly. You can choose how to pay the commission – either a flat fee per account or a percentage of the account total. Your commission payment can be made by direct debit or taken by AMBS from a bank or credit account. If AMBS take your payment a bank charge will also be applied. A **Commission payment** form will be provided to you with all charges outlined.

Our service also offers the generation of informed financial consents, quotes, and collection of patient prepayments. Please see **Fees and charges** showing our costs for commission and services.

We follow up on all unpaid accounts.

We do not charge you a flat rate commission until you have received full payment. Part paid % invoices are charged on paid amount only, with remainder charged on the balance of payment.

You will receive the following reports from us via email:

- Fortnightly banking report, outlining all your payments as well as our commission charges.
- Quarterly BAS reports and an Annual End of Financial Year report.
- On request – Monthly Debtor report keeping you informed of any accounts over 90 days.
- On request – Monthly invoice report showing details of all accounts processed and sent on your behalf for the past month.

If you have any queries, please contact us on 03 9855 2149. You can also check out our website at [www.ambs.net.au](http://www.ambs.net.au).

Thank you,  
Simone  
Director: AMBS Anaesthetic & Medical Billing Services