



Thank you for your interest in our billing service.

Below is an overview of how we work.

Firstly we will ask you to fill out a **Doctor Registration Form** with all your details and 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 AMBS. Registering with our 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). 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. An **Information needed for billing** sheet will be sent to you. You can submit your billing by mail, fax, email or in person. How you want your accounts done is up to you. You will also receive a **Gapcover Information** sheet.

We then send the accounts to the relevant person/company.

Our service also offers the generation of informed financial consents (IFC) and the collection of patient prepayments.

We use Eclipse for all the health funds that are registered with them, and the turnaround for Eclipse and HIC Online accounts is 2 – 10 days.

Payments will be made directly into your nominated bank and we will bill you for our commission fortnightly. Your commission payment can be made by direct debit, credit card or cheque. A **Commission Options** form will be provided to you.

You can choose how you want to pay the commission - either a flat fee per account or a percentage of the account total. Our fees are currently \$16.50 flat fee plus GST, or 5.0% of the account total plus GST. There is a minimum % fee of \$8.00 plus GST per account. For doctors who choose the flat fee option and send known gap accounts, the out of pocket account will be charged at \$13.00 plus GST.

You will receive the following reports from us via email:

- A monthly invoice report, showing details of all the accounts processed and sent on your behalf for that month.
- A monthly debtor report, keeping you informed of any accounts over 90 days.
- A fortnightly banking report which outlines all your payments as well as our commission charges.
- Quarterly BAS reports and an End of Financial Year reports.

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

If you have any queries please contact us on 03 9855 2149 or 03 9078 7749. You can also check out our website at www.ambs.net.au.

Thank you,
Simone and Judy
Anaesthetic & Medical Billing Services Directors