

DocBill user guide

Document type:	Software user guide (excerpt)
Industry:	Medical
Audience:	Physicians

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What is DocBill?

DocBill is a Windows software program designed for physicians that automates patient record-keeping and billing. DocBill replaces the physician's handwritten procedure cards and streamlines patient billing. DocBill was created by a private-practice physician who needed accurate information on his patients.

Traditionally, physicians such as anesthesiologists fill out a procedure card for each patient while in the operating room, then spend up to 15 hours each week looking up codes for the surgical procedures performed. Then they submit these procedure cards along with patient demographic information to their staff or a service for billing.

The problem? Valuable time is wasted looking up codes. Locating important patient information is often difficult. Crucial records are sometimes misplaced or even lost. Billing services often make mistakes by charging patients incorrect amounts or even losing accounts.

DocBill makes record-keeping easy because patient information is stored in a database designed especially for physicians. Using DocBill, you can locate a particular patient's records quickly, enter or update information, track surgical procedures performed on each patient, and review or print patient records—anytime. Up-to-date information on each patient is always available.

DocBill automates the time-consuming task of billing patients. DocBill calculates each bill automatically, based on factors such as the Current Procedural Terminology (CPT) code and Relative Value (RV) unit for the surgical procedure performed, and the physician's own conversion factor. Since your bills are calculated automatically rather than manually, you save time and reduce billing errors. Even if you use a billing company, you probably check your records against theirs for errors—and DocBill makes it easier to catch these errors.

With DocBill, the information you need to analyze your practice is always at your fingertips—and can be printed in convenient reports. You can print a report listing all patients insured by a specific carrier. Or review all patients treated in the last month. This kind of analysis would be difficult, if not impossible, without DocBill.

Who should use DocBill?

Anesthesiologists, Certified Registered Nurse Anesthetists (CRNA), and their staff can all benefit by using DocBill.

Why use DocBill?

DocBill was created with the busy physician in mind—it's designed to be used on a laptop computer while a case is in progress. In the operating room, you simply:

- Enter the patient's name into DocBill.
- Confirm the date of service.
- Select the type of insurance (commercial, Medicare, or self-pay).
- Enter the insurance carrier.
- Select the appropriate surgical procedure.
- Enter the time surgery starts and stops.

Each patient comes to the operating room accompanied by a hospital admission form containing demographic data. Usually, you are given a copy of this form to send to your billing service, along with your bill. If not, you can enter demographic data directly into DocBill while you still have access to the form.

As soon as a procedure ends, DocBill automatically calculates each patient's bill. You won't have to spend hours looking up codes: each time you select a surgical procedure, DocBill supplies the correct code. And, you'll never again waste time searching for missing information at billing time.

Within minutes, you'll be using DocBill to enter patient data and calculate bills.