



EMR PANEL SUBMISSION GUIDE

BRIGHT HEALTH – MOIS

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DISCLAIMER

This document is a general guide only and is not intended to replace EMR vendor set up and training.

This guide was created with the support of the EMR vendor. It was developed by staff at the Doctors Technology Office (DTO), Practice Support Program (PSP) and Doctors of BC Billing Support Team, and therefore does not form part of the EMR vendor's official documentation.

Section 1 – Submitting the Panel Report

NOTE: You must have completed the steps to clean up your panel and develop your list of empaneled patients. The following guide and video outline how to prepare your list of empaneled patients so that it is accurate and up to date.

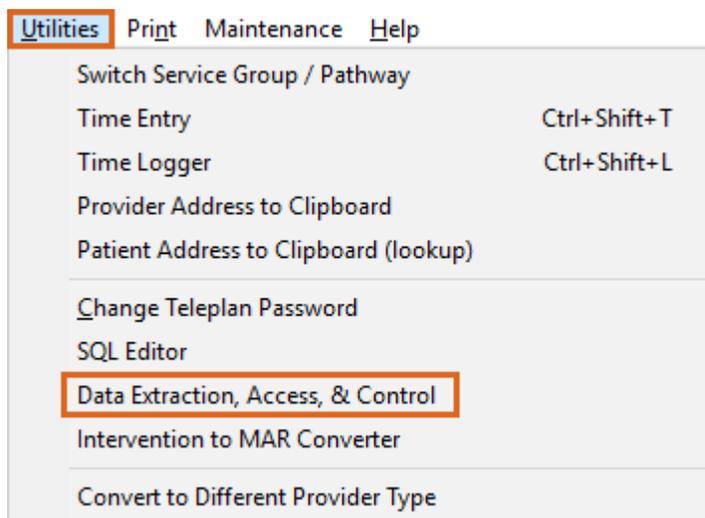
- Access the MOIS Empanelment How-to Guide [here](#).
- Watch the MOIS Empanelment Video [here](#).

IMPORTANT!: Ensure that each provider is processed one at a time. This includes the creation of the claims through to the submission of the claims.

Step 1 - How to create the bills/claims?

NOTE: To gain access to the required Utilities, please contact the person who is the MOIS administrator at the clinic.

1. Navigate to Administration, by clicking on .
2. Navigate to Utilities, then select 'Data Extraction, Access, & Control'.



3. Under the 'MSP – LFP PATIENT PANEL' section, select 'Create bulk patient LFP registration claims'.



NOTE: even though 'LFP' is in the name, it is the same process for providers providing longitudinal care under fee for service and alternate payment models.

4. On the right-hand side, the Parameter List is displayed.

Parameter List	
Service Provider	<input type="text"/>
Patient Status (ie A,TR,)	<input type="text"/>
Last Contact As Of (yyyy-mm-dd)	<input type="text"/>
Mode (C = claim / R = review)	<input type="text"/>

- (i) **Service Provider** – Click on the ellipsis to open the Registered Provider List and select the provider.
- (ii) **Patient Status** – Enter the patient status code(s) that represent your list of empaneled patients, separated by commas. E.g. A
- (iii) **Last Contact As Of (yyyy-mm-dd)** – Enter the last contact date within MOIS to provide a time frame for your empaneled patients. E.g. 2020-01-01, will find patients that meet the provider and patient status criteria and have a last contact date on or after 2020-01-01.
- (iv) **Mode (C = claim / R – review)**
 - Selecting R - will not create the claims, it will simply provide an Excel list of the patients for review that meet the above selected criteria.
 - Selecting C – will create the claims for all the patients that meet the above selected criteria.

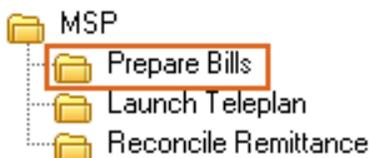
NOTE: If you have selected C, then you will also have the option to see the results in Excel if you choose.

5. Click .

Step 2 - How to submit the bills/claims to Teleplan?

1. Navigate to Data Exchange, by clicking on .

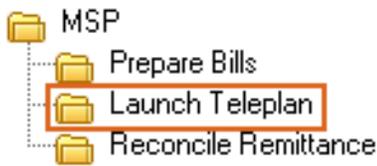
2. Under MSP, select Prepare Bills.



3. Click on Run to prepare all the bills.

Prepare Bills for MSP TELEPLAN VERSION 3.0 FORMAT	
<input type="button" value="Run"/>	<input type="button" value="Close Window"/>

4. Under MSP, select Launch Teleplan.



5. Login to Teleplan.
6. Click on **Send and Receive** and click Go!



Section 2 – Facility Number

NOTE: A Facility Number is required when submitting your panel. A provider can obtain the Facility Number from the provider responsible for administration of the clinic.

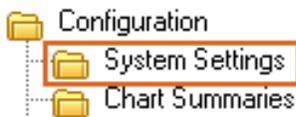
For any questions on the Facility Number, you can contact Teleplan support at 1-866-456-6950.

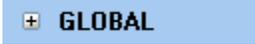
If your clinic does not have a facility number - apply for one [here](#).

How to set up the Facility Number?

How to set up the Facility Number for the whole clinic?

1. Navigate to Administration, by clicking on .
2. Under Configuration, select System Settings.



3. Expand the Global section .
4. Click on **Facility Number** and enter the facility number for the clinic.



5. Click .

How to set up the Facility Number for a provider?

1. Navigate to Administration, by clicking on .

2. Under Clinic Management, select Provider List.



3. Select the provider by double clicking the name.

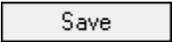
> DOCTORS OF BC

4. Select the Billing tab.



5. Enter the facility number in Facility.

A screenshot of a form titled 'Payment Mode:'. It contains several fields: 'Payment Mode:' with a dropdown menu showing 'Longitudinal Family Physici...', 'Rural Retention:' with an empty text box and a checkbox labeled 'No Rural Retention Code', 'MSP Location:' with a dropdown menu showing 'L' and the text 'Longitudinal Primary Care Practice', 'Facility:' with a text box containing 'AB123' (highlighted with a red box), and 'Sub-Facility' with an empty text box.

6. Click .

Where To Access Extra Support

- EMR vendor support – BRIGHT HEALTH MOIS Support 1-833-255-2447
- Technical troubleshooting or Workflow support – Practice Support Program PSP@doctorsofbc.ca

Provincial Attachment System (PAS)

- Information on PAS can be found on the Doctors of BC website [here](#)
- For additional information or support on PAS - HealthBcSupport@phsa.ca