

VisionWare allows you to customize the standard wording to be printed when invoicing patients for products and services. Each item appearing on an invoice is assigned a code (up to 15 characters). The author of the invoice simply types in the "Billing Code" to obtain the desired wording to be printed for the items being invoiced. This minimizes the amount of keystrokes needed to produce an invoice.

Billing Codes can be used in many different ways to track sales in different categories, determine inventories, track fees that have no material costs associated with them, etc. Using reports derived from this data, practice analysis can be taken to the next step.

## **SUGGESTED USES OF BILLING CODES:**

There are 12 lines available for billing items on one bill. The cost and selling prices of each item are tracked separately and appear on the Daily Summary.

Billing Codes, can be created very quickly, and if used to their maximum potential, will not only reduce the time that it takes to create a billing, but also will track inventories, usage, and can be used to assess the practice. To produce meaningful reports, you will need to put some thought behind the codes you use so that items to be included in reports can be easily grouped together.

Billing codes allow all items sold to be automatically priced. The practice can monitor inventories and print reports of how many various lens styles were dispensed, of self-paid exams were invoiced, etc.

The billing codes are customized by you. You can keep it extremely simple, or you can make it detailed. The level of detail you require is up to you. For example, some practices use one generic billing code for the sale of Contact Lenses ("CL"). This code is used for sales of all Contact Lenses with the amount changed accordingly with each invoice. Other practices want reports on the various contact lenses sold and the automatic pricing of those lens packages. They will devise a system of using the 15 characters available to more accurately describe the exact lenses sold. Here are some examples of more detailed billing codes.

CODE	DESCRIPTION	COST	FEE	INV.
CLCIBAEXCELENS	CIBA Excelens /W Visi	25.00	25.00	10
CLCIBAFOCOL6	CIBA FOCUS 6 LENSES W/COLOR	35.00	35.00	8
CLCIBAFOTORCLR	CIBA FOCUS TORIC (CLEAR)	41.00	41.00	20
CLCIBAFOCVIS6	CIBA FOCUS 6 LENSES W/VISITINT	27.00	27.00	5
CLCIBAILLOPAQUE	CIBA ILLUSIONS OPAQUE	39.00	39.00	1
CLCIBANEWVUE6PK	CIBA NEWVUES DISP (1-6 PACK)	19.50	19.50	30

CLCIBASFTCONEW	CIBA SOFTCON EW CL/VISI	37.00	37.00	12
CLCIBASFTTELLVIS	CIBASoft Elliptical /W Visi	30.00	30.00	0

In the samples used above, the 15 characters available are broken down into sections:

First 2 char = CL for Contact Lens billing item

Next 4 char = manufacturer

CIBA

COOP = Cooper

VIST = Vistacon,

B&LX = Bausch & Lomb

OSXX = Ocular Science, etc.

Next 9 char = 3=model, 3=color, 3=volume of item

If less characters are needed in any section of the code, simply fill in the unneeded characters with a “placeholder character” (such as “X”) or a placeholder number (such as zero “0”). Here is a sample of a Contact Lens billing code for Bausch & Lomb Optima Toric Day Wear (note the “X” placeholder in the manufacturer section of the code):

CLB&LXOPTTORDAY

By maintaining a consistent method of deriving detailed billing codes, reporting of sales is made easy because items will be properly grouped together first by manufacturer, then by product description.

For instructions on how to set up billing codes, click on “Billing” in the VisionWare toolbar; select “Bill Codes” and then select “Modify Billing Codes”. Once the Modify Billing Codes window is open, click on Help in the VisionWare toolbar. The online HELP manual will appear.

Below you will find some further examples of detailed Contact Lens billing codes:

CODE	DESCRIPTION
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**COOPER = COOP**

CLCOOPENCMTHFRP	Cooper Encore Monthly FRP
CLCOOPPRFSPHFRP	Cooper Preference Spherical FRP
CLCOOPPRFTORFRP	Cooper Preference Toric FRP

CODE	DESCRIPTION
<b>CIBA = CIBA</b>	
CLCIBAFOCDIS000	Ciba Focus Disp
CLCIBAFOCDISC6M	Ciba Focus Disp Color 6 mths
CLCIBAFOCFRP000	Ciba Focus FRP
CLCIBAFOCFRPC1Y	Ciba Focus Colored FRP 1 year
CLCIBAFOCTORC1Y	Ciba Focus Colored Toric 1 year
CLCIBAFOCTORFRP	Ciba Focus Toric FRP
CLCIBASFTDAY000	Ciba Soft Daily Wear
CLCIBASFTDAYCOL	Ciba Soft Colors Daily Wear
CLCIBATORDAY000	Ciba Torisoft Daily Wear
<b>OCULAR SCIENCE = OS</b>	
CLOXXOSIMEDDIS	OSI Mediflex Disp
CLOXXOSIDAY000	OSI Daily Wear
<b>WESLEY = WESX</b>	
CLWESXFLKDIS06M	Freshlook 2 week Disp 6mths
CLWESXDURDAY000	Durasoft Daily Wear
CLWESXDURDAYTOR	Durasoft Daily Wear Toric
CLWESXFLKDISQ6M	Freshlook 2wk Disp 0PQ 6mth
CLWESXFLKCOL06M	Freshlook softcolors 6mth
<b>VISTACON = VIST</b>	
CLVISTAVU2WK06M	Accuvue 2wk/6mth
CLVISTAVUDAY60D	Accuvue 1 day Disp 60 days
CLVISTAVUDAY90D	Accuvue 1 day Disp 90 days
CLVISTBIFDIS2WK	Bifocal 2wk Disp
CLVISTSVU2WK06M	Surevue 2wk/6mth
CLVISTVVU2WK06M	Vistavue 2wk/6mth
<b>SPECIALTY ULTRAVISION - SPUL</b>	
CLSPULSPRDIS2WK	Sport 2wk Disp
CLSPULBIFXXX2WK	Bifocal 2wk
<b>UNIQUE CONTACT = UNIQ</b>	
CLUNIQRGSPH000	RGP Spherical
CLUNIQRGP TOR000	RGP Toric
CLUNIQRGPBIF000	Bifocal RGP
<b>B &amp; L = B&amp;LX</b>	
CLB&LXSEQ2WK06M	Sequence 2wk/6mth
CLB&LXOPTTORDAY	Optima Toric Daily Wear
<b>OPTICENTRE = OPTI</b>	
CLOPTITORDAY000	Torisoft Daily Wear

## LENSES

Of course, the easiest means of pricing lenses is by entering the Rx into the Rx screen for the patient, which would include the frame as well. This is very handy because it gives the office a means of tracking all of the patients previous Rx's as well as frames. If a warranty situation occurs, all of the needed information will be displayed on the Rx screen for that particular prescription.

If using the Rx screen in an edging lab environment:

- Step 1 Create the Rx, including all information, extras, frame information, etc., and save it
- Step 2 In the Billing screen, create a billing from the RX
- Step 3 Save this Billing as an Estimate
- Step 4 Take Deposit – this will leave this patient's balance owing in a Credit situation
- Step 5 In the edging facility, retrieve the Rx from the Rx review file and Print. At this point, any procedures done at the edging facility should be circled and removed from this Rx if sending electronically to an Essilor Group lab.
- Step 6 Rx is sent electronically to the Essilor Group lab.
- Step 7 When job is received from the lab:
  - The lab invoice should be compared to the Estimate.
  - Any pricing discrepancies should be discussed with the patient and then made accordingly to the Estimate.
  - Re-save the Estimate as an ESTIMATE.
  - When the patient picks up the completed job, the Estimate is retrieved and saved as a BILL.
  - The deposit received earlier (Step 4 above) will be automatically applied to the billing amount, leaving the patient's balance to be the difference between the billing amount and the deposit taken.
  - Take payment for the balance owing (if any) and print a receipt.

This procedure can also be used for non-edging locations as well. The Estimate is changed to a Bill when the finished job comes in from the lab or from the contact lens companies. An Estimate file report will display all outstanding orders along with the dates that the jobs had been ordered.

Another way to bill out prescription lenses is to create these invoices through Billing Codes. Again, the billing codes used can be as generic (“LENSES”) or as detailed as you require. The level of detail is completely up to you. If you decide to use a detailed list of codes for lens sales, again, break up the 15 character code into meaningful sections.

The following are examples of how detailed your codes could be (if you so choose):

CODE	DESCRIPTION
LENSSVPL	SV (0-4 SPH)
LENSSVPLCYL	SV (0-4 SPH, UP TO 4 CYL)
LENSSVPLSPH4	SV (OVER 4 SPH)
LENSSVPLSPH4CYL	SV (OVER 4 SPH, UP TO 4 CYL)
LENSSVTR	SV TRANSITIONS (0-4 SPH)
LENSSVTRCYL	SV TRANSITIONS(0-4 SPH, UP TO 4 CYL)
LENSSVTRSPH4	SV TRANSITIONS(OVER 4 SPH)
LENSSVTRSPH4CYL	SV TRANSITIONS(OVER 4 SPH, UP TO 4 CYL)
LENSSTTR	ST TRANSITIONS(0-4 SPH)
LENSSTTRCYL	ST TRANSITIONS(0-4 SPH, UP TO 4 CYL)
LENSSTTRSPH4	ST TRANSITIONS(OVER 4 SPH)
LENSSTTRSPH4CYL	ST TRANSITIONS(OVER 4 SPH, UP TO 4 CYL)
LENSSTPL	ST(0-4 SPH)
LENSSTPLCYL	ST(0-4 SPH, UP TO 4 CYL)
LENSSTPLSPH4	ST(OVER 4 SPH)
LENSSTPLSPH4CYL	ST(OVER 4 SPH, UP TO 4 CYL)
LENSPRULTPL	ULTIMA PROGRESSIVE PLASTIC
LENSPRKODPL	KODAK PROGRESSIVE PLASTIC
LENSPRKODPL156	KODAK PROGRESSIVE 1.56 INDEX
LENSPRKODTR	KODAK PROGRESSIVE TRANSITIONS
LENSPRKODGL	KODAK PROGRESSIVE GLASS

Repeat above for all of the various manufacturers and materials.

When using Billing Codes to bill Rx lenses, all Extras must be tracked using Billing Codes as well. We recommend that all the Extras start with the letters “EX”. In this manner, all of the Extras can be tracked and reported separately as a group, or tracked individually by their codes.

### EXTRAS

EXAR	AR COATING
EXARCZL	CRIZAL AR COATING
EXARNIKON	NIKON AR COATING

EXARUTMC	UTMC AR COATING
EXCONVHALF	CONVERT LENSES TO HALF EYE
EXDRILL	DRILL & NOTCH LENSES
EXEDGE	EDGE LENSES INTO NEW FRAME
EXFRMREP	FRAME REPAIR
EXPOLG	EDGE POLISH LENSES - GLASS
EXPOLP	EDGE POLISH - PLASTIC
EXSCR1	SCRATCH COAT 1 SIDE
EXSCR2	SCRATCH COAT 2 SIDES
EXTINTS	SOLID TINT
EXTINTG	GRADIENT TINT
EXTINTUV	UV 400 TINT

Note how all AR coatings are grouped together, and Tints are grouped together. This makes reporting of sales by groups of codes easy.

### FRAMES:

Keeping a frames inventory serves multiple purposes:

1. Availability of a frame in your dispensary is tracked
2. Automatic billing of frame
3. Keep accurate value of your dispensary (for insurance purposes)
4. Warranty returns are easy when frames are recorded in patient Rx's.
5. Reporting of frames sold

VisionWare's Frames Inventory feature tracks invoice numbers, inventory dates, costs of frames and sales of frames.

Frame Codes are derived in the same manner as billing codes. Again, divide the 15 character code into meaningful sections. Here is an example:

First 3 char = Manufacturer (placeholder "X")

Next 4 char = Model name (placeholder "X")

Next 4 char = Model number (placeholder leading zeros "0571")

Next 4 char = color (placeholder "X" or leading zeros, depending on company)

Some examples of frame codes (note the placeholders):

CENASXX4550EART	Centennial Alfred Sung 4550, Earth
SILADID03556056	Silhouette Adidas 355, 6056-grey
LUXAVIT60120119	Luxottica Adrien Vitta 6012, 119-green
WESBERT06200002	Western Optical Bertelli 6020, 2-grey

## DISPENSING FEES:

Dispensing fees are any types of fees that do not have a related material cost associated. Example: fitting fees are a service and therefore have no related material costs. The material cost would fall under frame and lenses. This is where Contact Lens agreements should also fall for they do not carry any material costs. The costs are associated with the contact lens itself. Uninsured exams would also fall into this area.

The example below all have Billing Codes starting with the letter "U" (for Uninsured Services).

DISPBFNEWFR	DISPENSING BIFOCAL NEW FRAME
DISPBFOVP	DISPENSING BIFOCAL OVP
DISPBFPK	DISPENSING BIFOCAL FRAME/LENS PACK
DISPBFPOF	DISPENSING BIFOCAL PATIENTS OWN FRAME
DISPBFPOFHI	DISPENSING BIFOCAL HI INDEX POF
DISPKIDS	DISPENSING KIDS PACKAGE
DISPMISS	MISSED APPOINTMENT
DISPPRNEWFR	DISPENSING PROGRESSIVE NEW FRAME
DISPPRNEWFRHI	DISPENSING PROGRESSIVE HI INDEX NEW POF
DISPPROVP	DISPENSING PROGRESSIVE OVP
DISPPRPK	DISPENSING PROGRESSIVE FRAME/LENS PACK
DISPPRPOF	DISPENSING PROGRESSIVE PATIENTS OWN FRAME
DISPPRPOFHI	DISPENSING PROGRESSIVE HI INDEX POF
DISPSVNEWFR	DISPENSING SV NEW FRAME
DISPSVNEWFRHI	DISPENSING SV NEW FRAME HI INDEX
DISPSVOVP	DISPENSING SV OVP
DISPSVPK	DISPENSING SV FRAME/LENS PACK
DISPSVPOF	DISPENSING SV PATIENTS OWN FRAME
UEXCL	CONTACT LENS ASSESSMENT/COMPLICATIONS
UEXFIELD	UNINSURED FIELDS ANALYSIS
UEXFULL	UNINSURED FULL EXAM
UEXGLAUC	UNINSURED GLAUCOMA TESTING
UEXPART	UNINSURED PARTIAL EXAM
UPRK	LASER SURGERY CO-MANAGEMENT
UPRKFU	LASER SURGERY FOLLOW-UP ASSESSMENT
UREPT	UNINSURED REPORT FOR THIRD PARTY REASONS

Note above how the billing items automatically group themselves together when the codes are broken down into meaningful sections. This makes accessing the codes easy and reporting the sales of these items easy.

MISCELLANEOUS CHARGES:

MMISS	MISSED APPOINTMENT
MCASE	CASE
MCLSOL1	CONTACT LENS SOLUTION #1
MCLSOL2	CONTACT LENS SOLUTION #2
MSUNGLASS	NON PRESCRIPTION SUNGLASS
MREADERS	OVER THE COUNTER READERS
MCLIP	SUN CLIP
MCLEANER	EYEGLOSS CLEANER

Miscellaneous charges are tracked separately on the Daily and Monthly summaries under the "Misc" column. The office needs to determine what billings they wish to have appear under this column.