



LONGITUDINAL FAMILY PHYSICIAN (LFP) PAYMENT MODEL

EMR PANEL SUBMISSION GUIDE QHR – ACCURO

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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.

We have made every effort to ensure that this guide represents the best available information about the Longitudinal Family Physician (LFP) Payment Model. Physicians are personally responsible for all claims submitted under their practitioner number. As such, it is important that you read the LFP Payment Schedule. Physician billing is subject to the auditing authority of the Medical Services Commission.





Overview

DTO, PSP and Doctors of BC Billing Support Team in collaboration with QHR Accuro have developed this EMR orientation guide that outlines how to create the Panel Report using a stepby-step approach with your EMR. Screenshots have been included to demonstrate how to use the EMR to complete each step.

Key Steps / Key Tips

- LFP Payment Schedule can be found here: LFP Payment Schedule
- For detailed **billing** information, including the Simplified LFP Guide and a Billing Question Library, go to the BC Family Doctors <u>website</u> (login required). You can also send an email to: <u>LFP.Billing@doctorsofbc.ca</u>
- For assistance or inquiries about the Facility Number, contact HIBC support: Practitioner Account Service at 604-456-6950 (Vancouver) or 1-866-456-6950 (elsewhere in BC) option 3 then option 2.
- For your **first-time submitting** records to MSP/Teleplan, it is recommended to only submit a few records to check that they are accepted and not rejected.
- **Rejection codes** and explanations can be found <u>here</u>. For further questions regarding rejections contact HIBC support (on the number above).





Section 1 – Preparing for 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 Accuro Empanelment How-to Guide here.
- Watch the Accuro Empanelment Video here.

Verify the Facility Code has been updated

1. Select Tools, then select Configure Providers (F2)

File Configure Providers F2 Scheduler Patient Summary F3 Patient Appointment View F4 Quick Patient Documents View F5 Reports Quick New Patient F6 Billing Quick Patient Actions Ctrl+F10 Users Search Family Link Alt+F2 Help Invite patient to Online Booking Alt+F2 CDS Add/view Patient Tasks F7 Configuration New Clinical Note Ctrl+F11 Open Chart Sheet F9 Batch Chart Sheets Ctrl+F9 Automated Chart Sheet Printing Form Editor Template Wizard V				_					
Scheduler Patient Summary F3 Polient Appointment View F4 Quick Patient Documents View F5 Reports Quick New Patient Billing Quick Patient Actions Cuick Patient Actions Ctrl+F10 Users Search Family Link Help Invite patient to Online Booking CDS Add/view Patient Tasks Configuration New Clinical Note Open Chart Sheet F9 Batch Chart Sheets Ctrl+F9 Automated Chart Sheet Printing F9 Form Editor Template Wizard	File	Configure Providers	F2	^					
Iools Patient Appointment View F4 Reports Quick Patient Documents View F5 Billing Quick Patient Actions Ctrl+F10 Users Search Family Link Alt+F2 Help Invite patient to Online Booking Alt+F2 CDS Add/view Patient Tasks F7 Configuration New Clinical Note Ctrl+F11 Open Chart Sheet F9 Batch Chart Sheets Ctrl+F9 Automated Chart Sheet Printing Form Editor Template Wizard V	Scheduler	Patient Summary	F3						
Notice Quick Patient Documents View F5 Reports Quick New Patient F6 Billing Quick Patient Actions Ctrl+F10 Users Search Family Link Alt+F2 Help Address Book Alt+F2 Invite patient to Online Booking Ctrl+F11 CDS Add/View Patient Tasks F7 Configuration New Clinical Note Ctrl+F11 Open Chart Sheet F9 Batch Chart Sheets Ctrl+F9 Automated Chart Sheet Printing Ctrl+F9 Form Editor Template Wizard Template Wizard V	Tools	Patient Appointment View	F4						
Reports Quick New Patient F6 Billing Quick Patient Actions Ctrl+F10 Users Search Family Link Alt+F2 Help Invite patient to Online Booking Alt+F2 CDS Add/View Patient Tasks F7 Configuration New Clinical Note Ctrl+F11 Open Chart Sheet F9 Batch Chart Sheets Ctrl+F9 Automated Chart Sheet Printing Form Editor Template Wizard ✓	10015	Quick Patient Documents View	F5						
Billing Quick Patient Actions Ctrl+F10 Users Search Family Link Alt+F2 Help Address Book Alt+F2 Invite patient to Online Booking Alt+F2 CDS Add/View Patient Tasks F77 Configuration New Clinical Note Ctrl+F11 Open Chart Sheet F99 Batch Chart Sheets Ctrl+F9 Automated Chart Sheet Printing Ctrl+F9 Form Editor Template Wizard	Reports	Quick New Patient	F6	≡					
Users Search Family Link Help Address Book Alt+F2 Invite patient to Online Booking Invite patient to Online Booking CDS Add/View Patient Tasks F7 Configuration New Clinical Note Ctrl+F11 Open Chart Sheet F9 Batch Chart Sheets Ctrl+F9 Automated Chart Sheet Printing Form Editor Template Wizard Y ACCURO® Image: Constant Constan	Billing	Quick Patient Actions	Ctrl+F10						
Help Address Book Alt+F2 CDS Invite patient to Online Booking Configuration Add/View Patient Tasks Configuration New Clinical Note Open Chart Sheet F7 Batch Chart Sheets Ctrl+F9 Automated Chart Sheet Printing Form Editor Template Wizard	Users	Search Family Link	Search Family Link						
Invite patient to Online Booking CDS Add/View Patient Tasks Configuration New Clinical Note Open Chart Sheet Batch Chart Sheets Automated Chart Sheet Printing Form Editor Template Wizard	Help	Address Book	Alt+F2						
CDS Add/View Patient Tasks F7 Configuration New Clinical Note Ctrl+F11 Open Chart Sheet F9 Batch Chart Sheets Ctrl+F9 Automated Chart Sheet Printing Ctrl+F9 Form Editor Template Wizard		Invite patient to Online Booking							
Configuration New Clinical Note Ctrl+F11 Open Chart Sheet F9 Batch Chart Sheets Ctrl+F9 Automated Chart Sheet Printing Form Editor Form Editor Template Wizard	CDS	Add/View Patient Tasks	F7						
Open Chart Sheet F9 Batch Chart Sheets Ctrl+F9 Automated Chart Sheet Printing Form Editor Form Editor Template Wizard ACCURO® EMR	Configuration	New Clinical Note	Ctrl+F11						
Batch Chart Sheets Automated Chart Sheet Printing Form Editor Template Wizard ACCURO® EMR		Open Chart Sheet	F9						
Automated Chart Sheet Printing Form Editor Template Wizard ACCURO® EMR		Batch Chart Sheets	Ctrl+F9						
Form Editor Template Wizard ACCURO® EMR		Automated Chart Sheet Printing							
$\begin{array}{c c} & & & & & & & & & & & & & & & & & & &$		Form Editor							
	* -	Template Wizard		~					
	ACCURO[®]		0						
	FMP		G	•					

2. Click on the Configure button at the bottom left of your screen.





Search	٢	Title	Dr.				~			
Last Name		Last Name	Zeeber	h				Middle N	ame	
First Name		First Name	Judy					Active		
Pract #		Office Demogr	aphics	Provid	er Dem	ograph	nics			
Show Inactive Pr	oviders	Office Name:	Zeeben	Office					Phone:	(604
Search Results		Address:							Alternate:	(604
Zeeben Judy 1234		City:							Fax:	(604
		Postal Code:			BC	~	Cana	da 🗸		
		Email:						-16		
		- Provider No	to							
		Trovider No								

3. Ensure both the New Appt Facility field and New Bill Facility fields are filled out. Select Next, and then Finish to complete the process.



n	\$	Provider Wizard X
ir	Steps B	silling Details
s	1. Provider Details 2. Billing Details 3. Edit Headers	Configuration Pract Number Data Centre Payee Number Unincorporated Payee Number SCC [00] None
4		Procedure Code FilterAll
31		Defaults □ Patient's Last Diagnostic Code Procedure Code 0 New Bill Start Time New Bill Location I Hospital - Inpatient ~ New Appt. Location None ~ New Appt. Facility 1234 New Bill Facility Billing Provider None ~ Image: Patient's Referring Physician Set new claims to No Charge Facility Exceptions Remove Exception
		Procedure Code Add Exception
		<prev next=""> Finish Cancel</prev>

Run MSP update

1. Click on Accuro Icon in bottom left corner of Accuro screen and type in MSP and click on Update MSP Codes to ensure the procedure code 98990 and the diagnostic code L23 are updated in the database.

	Doctors Technology	Ρ	S	Ρ
	Отсе	Practice S	upport Pro	ogram

File	MSP Notes
Scheduler	Update MSP Codes
Tools	
Reports	
Billing	
Users	
Help	
CDS	
Configuration	
Search Result	
msp	

Setting up the Office Provider

In Accuro EMR Primary Provider can be set under Office Provider.



1. Click the Patients button

on the Accuro Navigation bar.

2. To search for your patient, click on your F1 key to clear the screen and type in Last Name or Health Number in the related search field across the top.

OTC	Doctors Technology	Ρ	S	Ρ	
	Отсе	Practice S	upport Pr	ogram	
	Last Name	Health # Sea	irch Only		

7		First Name Identifier Search Only
њ		Middle Name Birthdate MM/DD/YYYY
1	Titl	e: Mr. V Suffix V Patient Status: Active V Office Provider:None
	Den	nographics WCB Other Relationships Notes Status History Private Billing Insurer Rules Providers
è	Ð	Health # 🖉 BC, Canada 🗸 Expiry MM/DD/YYYY 🗋 Infant 🛛 File Number 🖉
Ş	0	Alias
ô		Birthdate MM/DD/YYYY n/a Gender M v Deceased 🗌 MM/DD/YYYY
**		Family Phys -None
••	0	Address Note V
		City BC, Canada v Postal/Zip Type v
	0	Phone #s: Home (000) Work (000) Cell (000) Fax (000) Preferred Contact Metho
	Ð	Email Address: Check for Duplicates
		Pharmacy ContactNone
	Ð	Default Insurer MSP v
	0	Global Message Your Message
		Last Updated: Never Last Updated: Never
	Ø	Custom Fields
		Last Updated:

3. Highlight the patient result from the results list on the top right of the window.

ent: Sunf erring Dr.	lower, Sandy DOB: 2001-Apr-17 (22 Yr, male) PHN: 8989 898 98 H: (000) C: (000) ∴, () Family Dr.:, () Pharmacy: (fax:) Email: sunridgerobert627@gmail.com
	Last Name Sunflower Health # Search Only Sunflower Elderly 5656565656 1953-Apr-01 Sunflower Sandy 898989898.2001-Apr-17
	First Name Sandy Identifier Search Only Image: Middle Name Birthdate MM/DD/YYYY Image: Middle Name
Title	e: Mr. V Suffic V Patient Status: Active V Office Provider:None
Dem	ographics WCB Other Relationships Notes Status History Private Billing Insurer Rules Providers
e e e e e e e e e e e e e e e e e e e	Health # 🙋 8989 898 98 BC, Canada 🗸 Expiry MM/DD/YYYY 🗌 Infant File Number 💖
•	Alias
	Birthdate 04/17/2001 22 Yr Gender M 🗸 Deceased 🗌 MM/DD/YYYY
2	Family PhysNone 🔥 Referring PhysNone
•	Address Note v City BC, Canada v Postal/Zip Type v
0	Phone #s: Home (000) Fax (000) Fax (000) Preferred Contact Method
0	Email Address: sunridgerobert627@gmail.com Check for Duplicates
	Pharmacy ContactNone
0	Default Insurer MSP v
0	Global Message Your Message
	Last Updated: Never Last Updated: Never
Ø	Custom Fields
	Last Updated: 2022_änr_2/ hv Dr_lurlv Zashan / Zashan Maj



4. Beside the Office Provider field, click the Ellipses button

			110 GIUT II	locardi onit	Feory Fall 4545455 2015-Sep-17
First Name	Patti	2/	Identifier	Search Only	
Middle Name [Birthdate	MM/DD/YYYY	

- 5. Providers that exist in your clinic are displayed in the search results by default. To select one, click the provider's name and click Select.
- 6. Click Update Patient.

Please Note: Office Provider filtered patient Searches must be enabled before it can be used. Your system administrator will set this up for your clinic.

Non-Provider Users: this search includes only patients where the office provider for the patient is one that the user (performing the search) has patient permissions to, in that office.

Provider Users: this search includes patients where the office provider for the patient being displayed is the provider of that user.

A checkbox at the bottom of the Results window allows the Patient Search to be re-run without the provider filter. If the search is re-run it returns all matching patients. The checkbox is not displayed if the Office Provider Filtered Patient Searches is not enabled.





Enable Office Provider Patient Searches

1. Press and release the Alt button on the keyboard, click Users and select Manage Security from the list displayed.

	Manage Security			
Roles	Office Mana	gement		
Offices		gement		
Templates	Setup			
Users	Restricted Documents Directory	^		
Feature Access				
Notifications				
System Settings	Server			
Audit Logs				
Admin Delete	Share Name:			
Reports	Username:			
System Information	Baaawaat	=		
Active Users	Password.			
Applications		Test Connection		
	General			
	Office Provider Filtered Patient Searches			
	Hide Patient Notes from other Offices			
	Hide Outstanding Lab Requisitions made in this office	ce from other offices		
	Disable Patient Alerts on Patient Status Bar			
	I Disable Patient Brafile Bicture			
	Icon: Change			
	Scheduling			
	Default Group Appointments To Single Patient			
	Hide Appointments Booked in this Office from Other	Offices		
	Allow patient cancellation of Medeo booking requests	s		
	Hours of notice required for cancella 24	~		
	Auto Accept Medeo Booking Requests			
	Message to send patient upon automatic request accep	otance: v		
		Save Office		

- 2. Click the Offices tab on the left-hand side of the window.
- 3. Click the Preferences tab at the top.
- 4. In the General section click the Office Provider Filtered Patient Searches checkbox.
- 5. Click Save Office to save your changes.

How to set a Patient's Status

In Accuro EMR, patient status can be created/updated at the discretion of the Provider. You can remove a patient's name that should not be on your list of patients by changing patient status from Active to Inactive, Deceased, Moved, Duplicate etc. as appropriate.

1. To change a patient's Status or Office Provider open their chart and click on the Patients tab.





- 2. Select a different status from the Patient Status drop-down menu, for example Inactive, Moved, or Deceased.
- 3. To be reportable, Patient Status must be "Active", and Office Provider must not be blank.
- 4. Select Update Patient to update the patient record.

		New York was a series and a second
	First Name Patti dentifier Search Only	
	Middle Name Birthdate MM/DD/YYYY	
Title	e: Mr. v Suffix v Patient Status: Active v Office Provider: Z	[eeben, Judy (1234)
Dem	nographics WCB Other Relationships Notes Status History Private Billing Insurer Rules Providers	
0	Health # 🙋 4545 435 BC, Canada 🗸 Expiry MMDD/YYYY 🗆 Infant File Num	nber 🛛 😵 📐
0	Alias	
	Birthdate 09/17/2015 7 Yr Gender M v Deceased MM/DD/YYYY	4
	Family Phys -None Referring Phys -None	
0	Address Note ~	•
	City BC, Canada v Postal/Zip Type v	
0	Phone #s: Home (000) Cell (000)	Fax (000) Preferred Contact Method
0	Email Address: sunridgerobert627@gmail.com Check for Duplicates	
	Pharmacy Contact Mone	
0	Patrus Insuran 1900	
0	Alabel Massace	
~	Global Message	
1	Custom Fields	
	Last Updated.	2023-Jun-05 by Dr. Judy Zeeben (British Columbia Office)





Section 2 – Submitting the Panel Report

Note: There are 2 ways to create the Panel Report in Accuro depending on what version of Accuro you are using.

You can use the <u>advanced reporting</u> option or the <u>query builder</u> tool.

Using the Advanced Reporting option to build your Panel Report

1. Click on Accuro Icon in bottom left corner of Accuro screen and type in Advanced and click on Advanced Reporting.



2. In top left corner of this window click on Public, then Panel Management, then Patient Information.





Repository									
Folders	Run	Edit	Open	Сору	r Cut	Paste	Delete		
BCDEM	0	Name							Description
Public		Chronic	Disease M	anagen	nent - DOS.	Dementia	Anxiety. D	epres	This dashboard may affect
Billing		Chronic	Disease M	anagen	ient - Diab	Htn, Hrt	Failure, Chr	onic P	This dashboard may affect
E Clinical		Chronic	Disease M	anagen	nent - Ische	mic Hrt D	isease, ICD	Kidn	This dashboard may affect.
🔹 🚃 Panel Management		Chronic	Disease M	anagen	nent - OA, F	railty, CO	PD, ADS		This dashboard may affect.
Scheduling		Panel B	alance Rep	ort					Calculates panel balance p
Waitlist		Patient	Informatio	n					Displays active patients for
	-	Patients	with Miss	ing Int	Name.	formation			ame de
					Path:	rwinie von			

3. Make your Office and Provider selections from the left side of the screen and click on Apply.







4. Click on the piece of the pie to see the list of patients (will need to do this step for each piece of the pie), then click on the small paper icon in top right corner of the Widget and click on Accuro.

	Accuro Advanc	ed Reports
Patient Information	\rightarrow \rightarrow ϕ	
Select a Clinic * Available: 2 Selected: 1 Search list Q British Columbia Office Zeeben Medical BC ✓ Select All X Deselect Select all X Deselect Select all X Deselect Select all X Deselect Select all is 2 Select hist	Patient Time Since Last Visit Patient Time Since Last Visit Income Target Time Since Last Visit Terrer = 1:818 Terrer Time Time Time Time Time Time Time Time	PDF Patient Age & PDF Excel (Paginated) 00+ Excel (Paginated) 5-99 5-99 RTF 5-94 5-94 CSV 5-14 6-79 ODT 5-74 0DS ODS 5-49 5-44
No Office Provider Zeeben, Judy	Page 1	XLSX (Paginated) XLSX = 44
Select All X Deselect K Invert	Patient Active Rx Count	PP1X -8-38 36-48 25-29 20-44 15-19 10-14 3-9 0-4 Usingen 0

5. The report Data window pops up and then click on the Confirm button in bottom right.





Report Re	cords						Matched	Accuro Patient Re	cords				
Column1	Column2	Column3	Column4	Column5	Column6	Column7	ID	Last Name	First Name	PHN	Birthdate	Sex	
udge, C	11	(778) 63	fudget26	Jul 14.2	1	No Office	11	Fudge	Caramel	854296525.	2020-04-15	M	
is. Child	7	(000) 00		Jul 14.2		No Office	7	Iris	Child	4545454544	2022-11-09	F	
louse M.	12	(250) 89	gloriapin	Jul 14.2		No Office	12	Mouse	Minnie	976134752	2022-06-07	F	
an. Peter	10	(250) 71	ppan@h	Jul 14, 2		No Office	10	Pan	Peter	9513325567	1986-08-21	M	
unflowe	3	(000)	-	Jul 14, 2		No Office	3	Sunflower	Sandy	898989898	2001-04-17	M	
unridge	14	(000) 00	sunridger.	Jul 18, 2	Follow up	No Office	14	Sunridge	Robert		1966-05-10	M	
est Pati	1	(604) 12	patient te.	Jul 14, 2		No Office	1	Test	Patient	9999999998	1961-01-16	M	

6. Highlight all patients in the report window, choose Create bill from the Select Action dropdown in bottom middle.

							Report Patie	ent Matches	6				
							Report Patie	ent Matches					
Last Name	First Name	PHN	Birthdate	Sex	Home Phone	Status	Column1	Column2	Column3	Column4	Column5	Column5	Column7
Fudge	Caramel	85429652566	2020-04-15	M		Unassigned	Fudge, Caramel	11	(778) 639-5245	fudget26@gmail.com	Jul 14, 2023	1	No Office Prov
iris	Child	4545454544	2022-11-09	F		Unassigned	Iris, Child	7	(000) 000-0000		Jul 14, 2023		No Office Prov
Mouse	Minnie	976134752666	2022-05-07	F		Unassigned	Mouse, Minnie	12	(250) 899-1536	gloriapink@gmail.com	Jul 14, 2023		No Office Prov
Pan	Peter	9513325567	1986-08-21	M		Unassigned	Pan, Peter	10	(250) 718-1956	ppan@hotmail.com	Jul 14, 2023		No Office Prov
Sunflower	Sandy	898989898	2001-04-17	M		Unassigned	Sunflower, Sandy	3	(000)		Jul 14, 2023		No Office Prov
Sunridge	Robert		1966-05-10	M		Unassigned	Sunridge, Robert	14	(000) 000-0000	sunridgerobert627@gmail.	Jul 18, 2023	Follow up	No Office Prov
Test	Patient	9999999998	1961-01-16	M		Unassigned	Test, Patient	1	(604) 123-4567	patient test@test.com	Jul 14, 2023		No Office Prov
				7 1	latches Sele	ct Action -	× 0	ompleted	Print All E	xport Close			





7. Enter Procedure code 98990 and Diagnostic code L23 and click OK. Be sure to wait for the pop-up window indicating Action Complete.

\$	Create Bills		
Date of Service	07/18/2023		
Provider	Zeeben, Judy [1234]	~	
Procedure Code	98990		
Diagnostic Code	L23		
Insurer	MSP	~	
	Macro		Cancel

8. These bills will now appear in the provider Daily Claims window ready for submission.

Daily Claims Unsubn	hitted Claims All Refus	als Adjusted Re	mittances	Remittance	es Unn	natched Remit	tances	Accounts Red	ceivable Tr
Single Date V Date	e: 07/17/2023 🛅								
Provider	Patient Name	Patient Healt	Date	Insurer	PCo	Procedure	DCo	Diagnostic	DCode 2
Zeeben, Judy	Dahlia, Debbie	78787878	2023-Jul-1	7 MSP	01105	BCMA Servi	250	DIABETES	0
Zeeben, Judy	Dahlia, Debbie	78787878	2023-Jul-1	7 MSP	00112	VISIT, EME	250	DIABETES	0
Zeeben, Judy	Dahlia, Debbie	78787878	2023-Jul-1	7 MSP	31010	RHEUMAT	393	CHRONIC	0
Zeeben, Judy	Dahlia, Debbie	78787878	2023-Jul-1	7 MSP	00510	CONSULTA.	.586	RENAL FAI	0
Zeeben, Judy	Hyacinth, Happy	123123212	2023-Jul-1	7 MSP	00510	CONSULTA.	.586	RENAL FAL	0
Zeeben, Judy	Peony, Patti	4545435	2023-Jul-1	7 MSP	00510	CONSULTA.	.586	RENAL FAI	0
Zeeben, Judy	Rose, Salty	78787878	2023-Jul-1	7 MSP	00510	CONSULTA.	.586	RENAL FAL	0
Zeeben, Judy	Sunflower, Elderly	5656565656	2023-Jul-1	7 MSP	00510	CONSULTA.	.586	RENAL FAL	0
Zeeben, Judy	Tester, Chester	0000000000	2023-Jul-1	7 MSP	00510	CONSULTA.	.586	RENAL FAL	0





Using the Query builder to create your Panel Report

1. Ensure you have the Office Provider selected.

t Note: La	ast Updated: 201	16-Sep-02			
ð	Last Name	Test	ULI	Search Only	test billing 1953-Apr-23 Pooh, W
Home	First Name	Billing (Bill)	Identifier	Search Only	
7 heduler	Middle Name		Birthdate	e MM/DD/YYYY 🔍 🚺	
-h	None	Patient Status:	Active 20	016 • Office Pro	vider: Pooh, Winnie The

2. Click on the button on the Home screen. Start typing Query and the Query Builder Screen will appear.

File	Query Builder (Alerts)
Scheduler	
Tools	
Reports	
Billing	
Users	
Help	
Backup	
CDS	
Configuration	
Search Result	
quer	

3. Select your query name from the list. i.e., Full Panel (if previously created).





Alert Definitions	
Existing Definitions	
Filter Visible Definitions	
0 proc code	1
AdultAutismTest	
Anti-transglutaminase	
Cancelled Appointments	
CCP Dlin	
Change Program	☆
Colonoscopy Screening	. 会
Colorectal Screen	
Complex Care Plan	
Demographics	
Diabetes II > 65yo	☆ E
Dr. Mar Deliquent Comp	· 😭 🛛
First Visit	
Full Panel	\$
Histories	\$
HSIL	
Lipids Profile Female	
LIpids Profile Male	\$
Mammogram	
MIA 3-10	
MIA Patients 2	
MIA Patients Moshurchak	\$
No Blood Pressure >1y	
Over 10 Years	
Overdue Completes >2	. 1
Pap O > 3 Yrs	

** If you have not yet created the report query, you would click • Add button and an Input screen would appear allowing you to enter a name for your query.

Type in the name of the new report name i.e. Full Panel you are creating and click **OK**.

Input		×
?	Enter a name fo Full Pane	or the new Alert Definition:
	ОК	Cancel





- 4. Click the Accuro Start Menu, click Reports and select Query Builder (Alerts) from the list displayed. The **Alert Definitions** window is now displayed.
- 5. Click to select a Definition.
- 6. Click the drop-down list and select a Rule Category from the list displayed. Click to select the appropriate item from the list displayed.

Alert Definitions	
Existing Definitions	Full Panel
Filter Visible Definitions	Current Rules
0 proc code 🚖 AdultAutismTest 🚖 Anti-transglutaminase 🚖 Cancelled Appointments 🚖 CCP Dlin 🚖 Change Program 🚖 Colonoscopy Screening 🚖	New Rule Rule Category Demographics Add Rule Remove Rule
Colorectal Screen 😭	
Complex Care Plan	Office Provider Official Language Paper Chart Patient Age Patient Alias Patient Cohorts Patient Cohorts Patient Status Patient Status Status: Status: Status: Status: Status Sta
Pap Q > 3 Yrs	by erinhay

- a. Highlight 'Patient Status'.
- b. Click 💽 Add button to add a new rule.
- c. Select 'Status: Starts With', Select 'Active' from the drop-down menu.
- d. Add a 'Checkmark' beside Patient Records Only.
- 7. Click on Add Rule.



Patient Status		Add Rule	Remove R	ule
🗐 Doesn't Match	Patient Records Only	Optional	Instances	10

8. Now you can see the current rule Status Starts With 'Active'.

Full Panel		
Current Rules		
Status Starts	With 'Active'	
o°		

9. Click on Run Report in the bottom right corner and the following screen will be presented.

Full	Panel	
Apply Against All Patients Selected Providers' Patients Group 1 Group 2 Group 3 Group 4 Andrusky, Kathryn Bidniak, Karen Burchett, Glenn Burchett, Lisa Campbell, Grant Chan, Jeraldine Chan, Kitty Dlin, Ronald Finzer, John	Fields to Display	ule 10
Match Types to View	ssigned Completed	

10. To select the physician you have permissions to select 'Selected Providers' Patients', highlight the physician (i.e., Pooh, Winnie The), and click the 'Run' button.





Full	Panel
Apply Against	Fields to Display
All Patients	
Selected Providers' Patients	
Louie, Karen	
Mar, Serena	
Mawdsley, Stewart	
MIAN, NADEEM	
Moshurchak, Kim	
Pooh, Winnie The	
REDDING, REBECKA	
Semeniuk, Deborah	
VanWerkhoven, Britteny	
Voth, Arnold	
Wiznura, Richard	
Wong, Jean	
Vouna Carman	

11. A list of your panel patients will be generated.

				Full P	anel		_ □	
	Full Panel							
Last Name	First Name	PHN	Birthdate	Sex	Home Phone	Status	Patient Status	
Dahlia	Debbie	78787878	08/18/1987	F	(000) 000-0000	Unassigned	Active	
Hyacinth	Нарру	123123212	02/04/1993	F	(000) 000-0000	Unassigned	Active	1
Lily	Larry			М	(000) 000-0000	Unassigned	Active	1
Peony	Patti	4545435	09/17/2015	М	(000)	Unassigned	Active	1
Rose	Salty	78787878	01/28/1988	М	(000)	Unassigned	Active	1
Sunflower	Elderly	5656565656	04/01/1953	М	(000) 000-0000	Unassigned	Active	
Tester	Chester	000000000	07/05/1988	М	(604) 478-0328	Unassigned	Active	

12. Press Ctrl + A, to select all patients and then select the 'Select Action' drop down menu.

13. Select Create Bill from the drop-down list.





- Select Action -	~
- Select Action -	^
Create Task	
Apply Vaccine	=
Create Notes	
Create Forms	
Create Bill	
Set Patient Status	
Assign Flag	~

14. Select Date Of Service, Provider, Procedure Code, Diagnosis Code, and Insurer.

\$	Create Bills	×
Date of Service	07/18/2023	
Provider	Zeeben, Judy [1234]	~
Procedure Code	98990	
Diagnostic Code	L23	
Insurer	MSP	~
	Macro	Cancel

- **15**. Select OK. Your bills will be generated in the Claims section ready to be submitted. Successful message will appear.
- 16. To see the claims you just billed for, close the query builder, and launch the claims app by selecting the Claims Button.

¢		
Patient S Referring	unflower, Elderly D Dr., () Family Dr.	008.1953-Apr-01 . () Pharmacy
ő	Daily Claims Unsubmi	Red Claims Al Refusi
12 Sectore Sector	Provider Kaur Komal	Patient Name
H.	Kaur, Komal Kaur, Komal	Fudge, Caramel Hyscinth, Happy
L	Kaur, Komal Kaur, Komal	Mouse, Minnie
	Kaur, Komal Kaur, Komal	Pan, Peter Rose, Salty
5	Kaur, Komal Kaur, Komal	Sunfower, Sandy Durvidge, Robert
C.	Kaur, Komal Kaur, Komal	Tester, Chester

\$





17. Your claims listing will appear as below.

	-	
-		
v		

Daily Claims Unsubmitted Claims All Refusals Adjusted Remittances Remittances Unmatched Remittances Accounts Receivable Tra ð Single Date v Date: 07/17/2023 Ż Provider Patient Name Patient Healt... Date Insurer PCo... Procedure DCo... Diagnostic DCode 2 ÷ Zeeben, Judy Dahlia, Debbie 78787878 2023-Jul-17 MSP 01105 BCMA Servi... 250 DIABETES ... 0 Dahlia, Debbie 78787878 2023-Jul-17 MSP DIABETES ... 0 Zeeben, Judy 00112 VISIT, EME ... 250 1 CHRONIC ... 0 Zeeben, Judy Dahlia, Debbie 78787878 2023-Jul-17 MSP 31010 RHEUMAT ... 393 Zeeben, Judy Dahlia, Debbie 78787878 2023-Jul-17 MSP 00510 CONSULTA...586 RENAL FAJ... 0 E Zeeben, Judy Hyacinth, Happy 123123212 2023-Jul-17 MSP 00510 CONSULTA...586 RENAL FAL. 0 Zeeben, Judy Peony, Patti 4545435 2023-Jul-17 MSP 00510 CONSULTA...586 RENAL FAL... 0 \$ Zeeben, Judy Rose, Salty 78787878 2023-Jul-17 MSP 00510 CONSULTA ... 586 RENAL FAL. 0 5656565656 2023-Jul-17 MSP 00510 CONSULTA...586 RENAL FAJ ... 0 Ô Zeeben, Judy Sunflower, Elderly 00510 CONSULTA...586 RENAL FAL. 0 Zeeben, Judy Tester, Chester 0000000000 2023-Jul-17 MSP **

Accuro EMR 2017.7





Where To Access Extra Support

- Specific billing questions about the LFP Payment Model LFP.billing@doctorsofbc.ca
- EMR vendor support QHR Accuro Support Desk support@qhrtech.com | 1 866-729-8889
- Access Accuro User Guide here
- Technical troubleshooting or Workflow support Practice Support Program <u>PSP@doctorsofbc.ca</u>

View additional information online

- Doctors of BC: <u>doctorsofbc.ca/new-payment-model</u> (login required)
- BC Family Doctors: <u>https://bcfamilydocs.ca/lfp-payment-model/</u> (login required)
- BC Government website: <u>LFP Payment Model</u> (login not required)
- BC Government ICD-9 Descriptions: <u>Comprehensive ICD-9 Code Listing</u> (login not required)

Quick links

- Adding Provider to Patient Chart
- Enabling Office Provider Patient Searches
- Patient Flags set up
- <u>Customizing Patient Flags</u>
- Query Builder
- <u>Query Builder actions</u>