

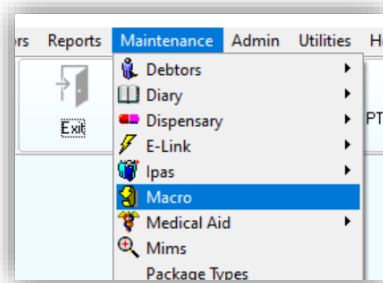
### OVERVIEW

Eminance has a feature that allows you to create a macro or series of treatment codes for one procedure. It allows you to tailor a series of codes at a fee that you or the medical aid determines with a single entry. Of course, you can call that macro anything you want to, and it won't appear on the statement or invoice - even if it's submitted electronically - instruct Eminance in English and it will translate it to the series of billing codes. The added benefit is that the macro only needs to be setup once and ensures that you have consistency in your claim submissions, eliminating the possibility of errors and the consequences that could arise. The macros are quick and easy to implement and obliterates the need to enter multiple codes for a treatment regime. This time saving facility can be implemented at any time. Contact our support call centre and one of our consultants will step you through the process to create your macros.

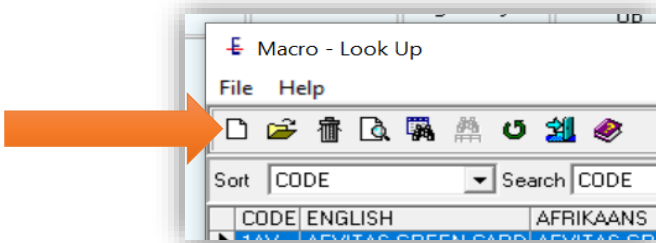
### STEPS

Use the following steps to create your MACROS.

1. Go to **MAINTENANCE** then click on **MACRO**



2. Click the **NEW** icon



3. Enter the required details

**CODE** – Enter your own Code

**ENGLISH** – Enter a description for the MACRO that you will understand

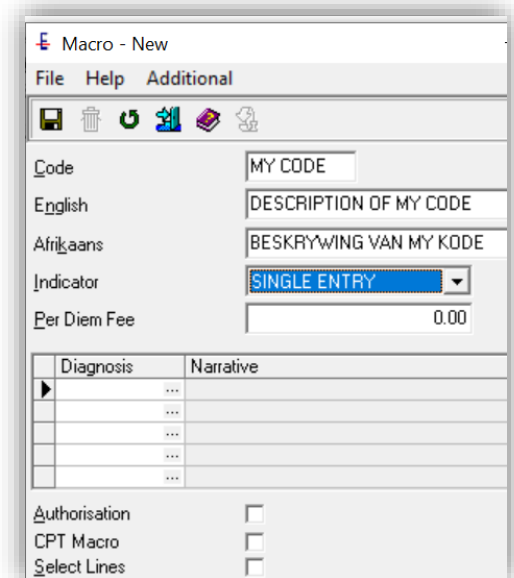
**AFRIKAANS** - Enter a description for the MACRO that you will understand

**INDICATOR** – Select SINGLE ENTRY

**DIAGNOSIS** – Only enter if you know that the DIAGNOSIS will always be the same for this procedure

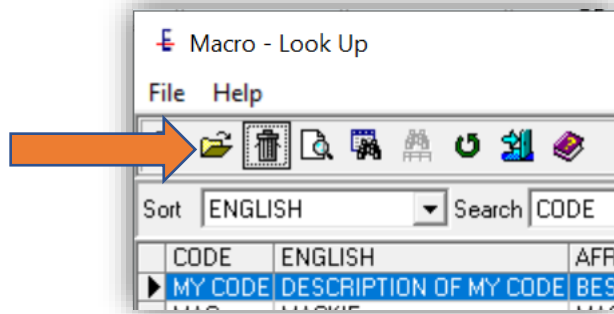
**AUTHORISATION** – Tick this block if the procedure always requires an AUTH NO

**SELECT LINES** – if ticked will allow you select all or some of the lines when you use this MACRO

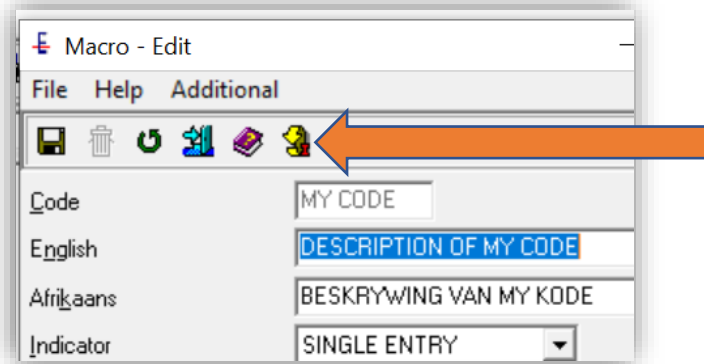


A screenshot of the 'Macro - New' dialog box. It shows input fields for Code (MY CODE), English (DESCRIPTION OF MY CODE), Afrikaans (BESKRYWING VAN MY KODE), Indicator (SINGLE ENTRY), and Per Diem Fee (0.00). There is also a table for Diagnosis and Narrative, and checkboxes for Authorisation, CPT Macro, and Select Lines.

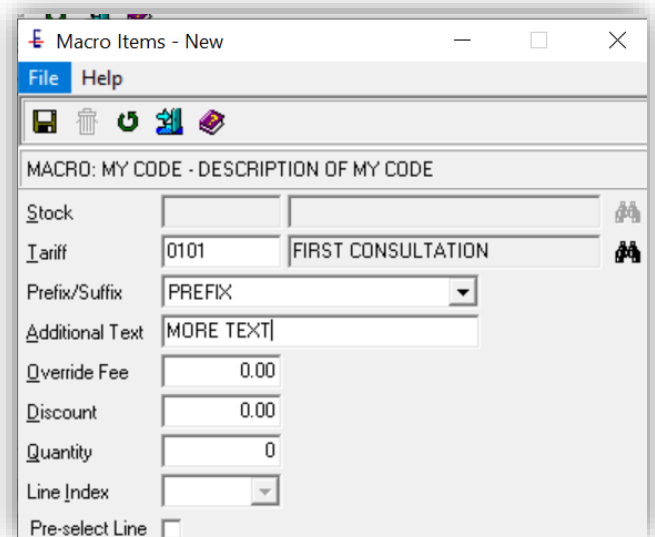
4. Click **SAVE**
5. Now click the **EDIT** icon



6. Click the **MACRO ITEMS** icon



7. Click the **NEW** icon  
(for every tariff or stock item you wish to add to the **MACRO**)
8. Enter the **TARIFF** or **STOCK** items (**ONE AT A TIME**)  
Enter an  **OVERRIDE FEE** only if the fee will be different to the usual Fee  
**PREFIX/SUFFIX** – Position of description i.e. before or after **TARIFF** or **STOCK** description text. See below  
**ADDITIONAL TEXT** – Description to add. See above  
**QUANTITY** - Enter the **QTY** only if it will always be more than 1  
**LINE INDEX** – Changes the line order after saving items  
**PRE-SLECT LINE** – If you tick this box then the this line will automatically be select when selecting the **MACRO ITEM**

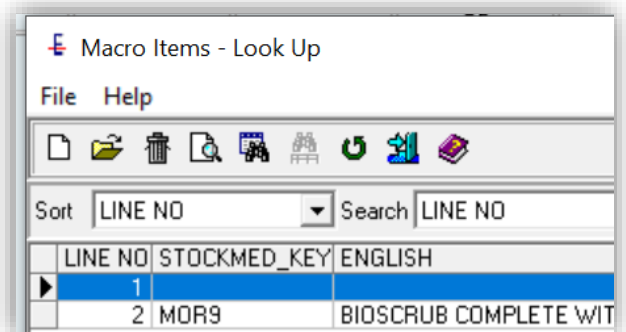


Click **SAVE** after each entry

**“REPEAT STEPS 7 AND 8 UNTIL YOUR MACRO IS COMPLETE”**

There is no limit to the number of items you can add to a macro

Close this window and **CLICK SAVE** to save all the items you added to the **MACRO**



## INVOICING WITH MACROS

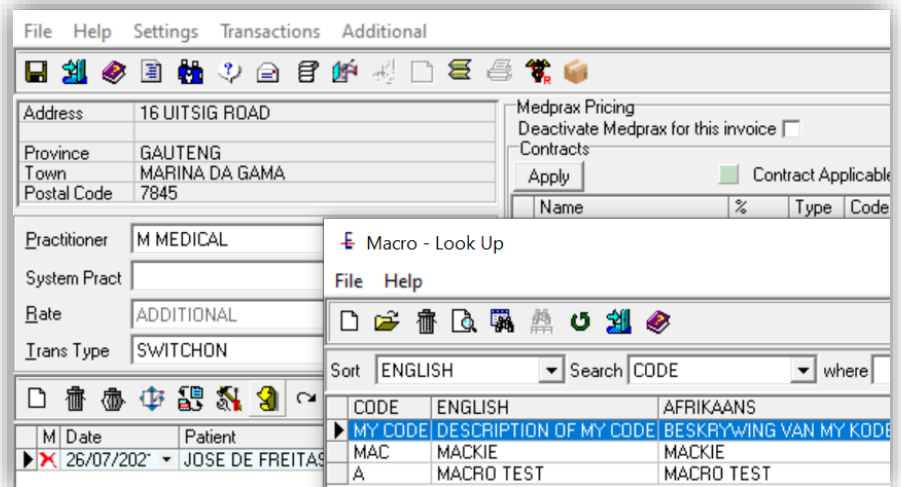
You are ready to use the MACRO in the **INVOICE** screen.

1. Click on the **MACRO** icon



2. Double Click the required **MACRO** from the list provided on the **MACRO – LOOKUP SCREEN**

3. This will load the selected **MACRO** entries into the invoicing screen



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For more information or for help setting this up contact software support on either 0877 508 157 or 021-790 1124