

# SOP: Performing Billable Items configurations

(Last update: March 2024)

<b>TASK:</b>	Billable services configuration.
<b>OBJECTIVE:</b>	Effective set up of billable Services
<b>WHO:</b>	Facility System Admin, Partner supporting site HIS staff
<b>REQUIRED MATERIALS:</b>	Functional KenyaEMR

## Background:

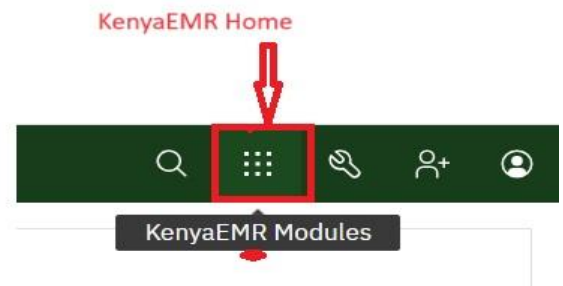
This guide enables user to perform Stock setup operations in KenyaEMR3.x instance to enable billing and revenue operation at the facility.

## Objective:

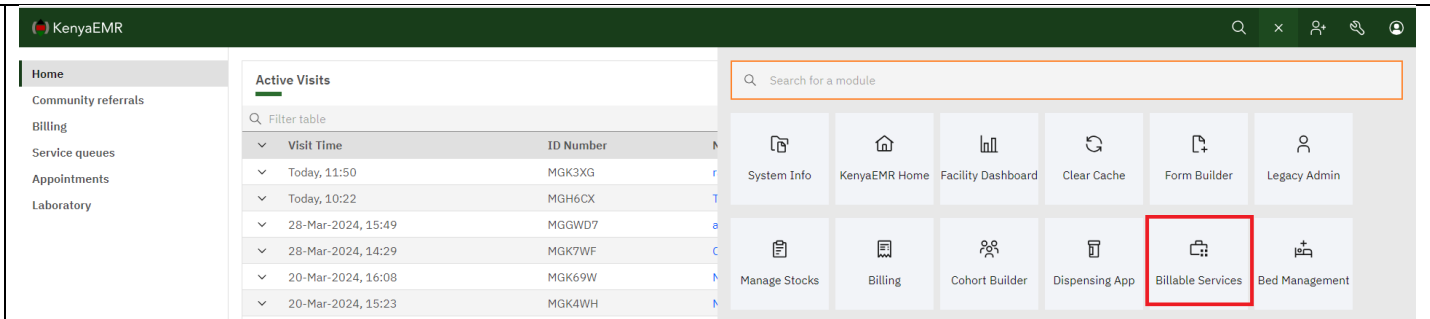
At the end of this user guide, the user should be able to perform configurations and setup billable items at the facility.

### SECTION 1: Assigning stock user Roles

**Permissions Assignment:** Assign specific permissions to each role based on the tasks they need to perform. These permissions typically include actions like creating, editing, deleting, and viewing certain types of content or data.

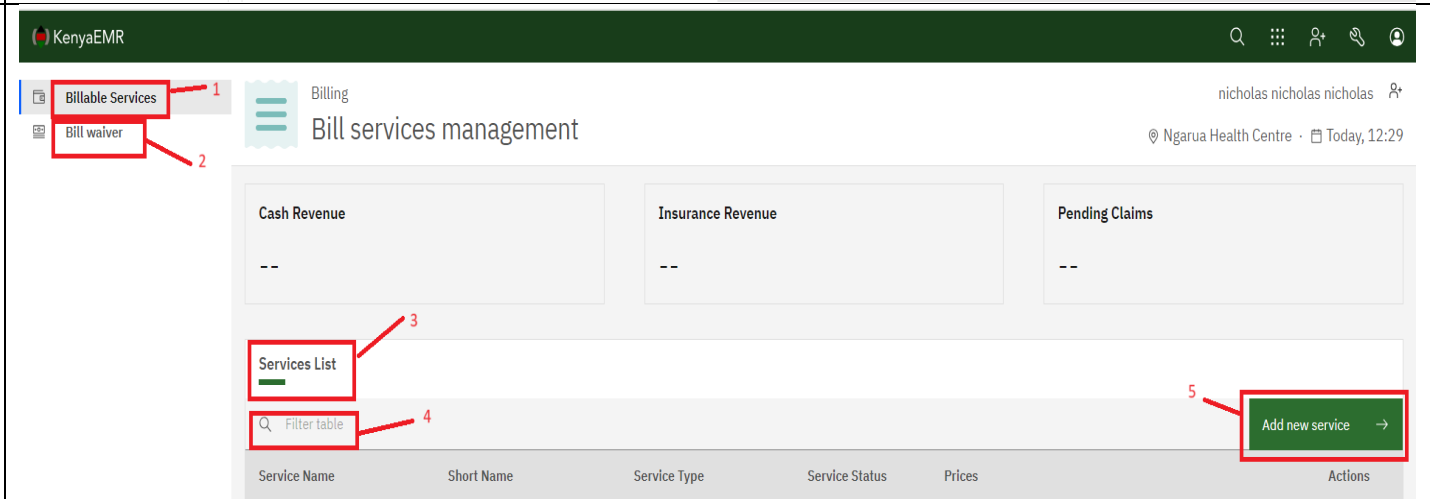
<p><b>Navigate to KenyaEMR Mdules</b>          On Click you should see the modules.</p>	
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**Opening bill service management form**  
Navigate to Billable Services.  
On click it should take you to billable services dashboard



The screenshot shows the KenyaEMR Home dashboard. On the left is a navigation menu with 'Home', 'Community referrals', 'Billing', 'Service queues', 'Appointments', and 'Laboratory'. The main area is titled 'Active Visits' and contains a table of visit records. On the right is a grid of application tiles. The 'Billable Services' tile is highlighted with a red rectangular box.

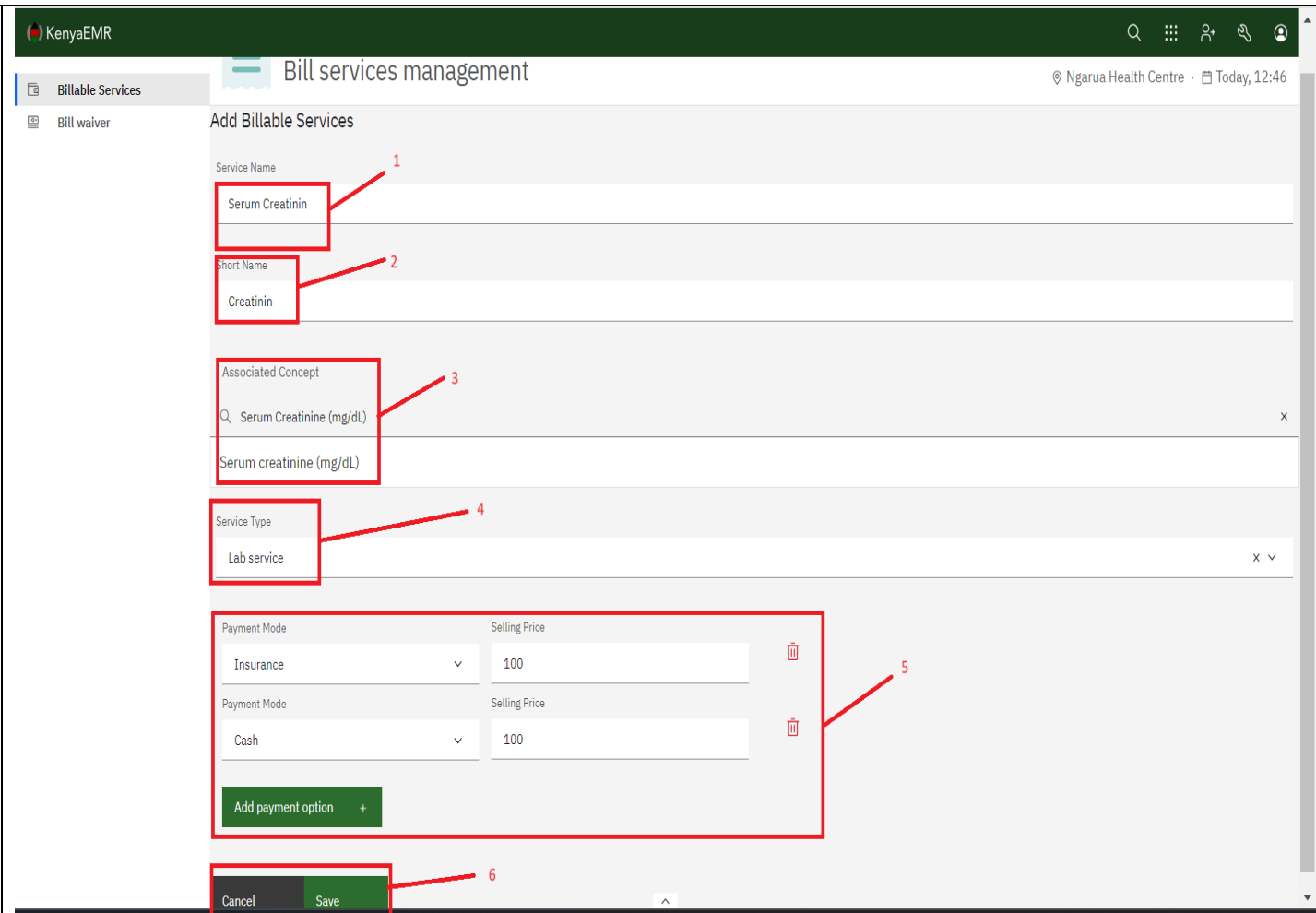
- Navigating bill services management**
1. Billable services is where all the billed services are configured.
  2. Bill waiver is used waive the bills that have been confirmed to be waived.
  3. Shows a list of all the configured services.
  4. The searchable field is used to filter through the services list.
  5. The Add new button is used to add and configure a new service.
  6. Click on Add new service to launch the add new service window.



The screenshot shows the 'Bill services management' page. It features a sidebar with 'Billable Services' (1) and 'Bill waiver' (2). The main content area includes three summary cards: 'Cash Revenue', 'Insurance Revenue', and 'Pending Claims', each showing '--'. Below these is a 'Services List' section (3) with a 'Filter table' search box (4). An 'Add new service' button with a right-pointing arrow is highlighted with a red box and labeled with the number 5.

### Adding billable items in the list

1. Give your Billable Service a Name
2. Give it a short name as well
3. Look for an Associated Concept. The field is searchable.
4. Select a service from the drop down.
5. Click on the Add payment option to add the a payment mode with its respective selling price.  
You can add Multiple payment method per billable service.
6. Click on save to submit.



The screenshot shows the 'Add Billable Services' form in the KenyaEMR system. The form is titled 'Bill services management' and is for 'Ngarua Health Centre'. It includes the following fields and options:

- Service Name:** Serum Creatinin (Callout 1)
- Short Name:** Creatinin (Callout 2)
- Associated Concept:** Serum Creatinine (mg/dL) (Callout 3)
- Service Type:** Lab service (Callout 4)
- Payment Mode and Selling Price:**
  - Insurance (Selling Price: 100)
  - Cash (Selling Price: 100)
 (Callout 5)
- Buttons:** 'Add payment option +' and 'Cancel Save' (Callout 6)

KenyaEMR
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Billable Services

Billing

## Bill services management

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📍 Ngarua Health Centre · 🕒 Today, 12:46

**Cash Revenue**

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**Insurance Revenue**

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**Pending Claims**

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**Services List**

🔍 Filter table
Add new service →

Service Name	Short Name	Service Type	Service Status	Prices	Actions
clinical consultation	consultation	Clinical consultation	ENABLED	Cash (500)	--
Laboratory Services	Lab	Lab service	ENABLED	Cash (0) Insurance (0) Mobile Money (0) Waiver (0)	--
Complete Blood Count	Blood Count	Lab service	ENABLED		--
Complete Blood Count	Blood Count	Lab service	ENABLED	Cash (500)	--
Stool for Ova and Cyst	Stool for Ova and Cyst	Lab service	ENABLED	Cash (300)	--
Hemoglobin Test	Hemoglobin	Lab service	ENABLED	Cash (200)	--
Dental Consultation	Dental	Clinical consultation	ENABLED	Cash (100)	--
Malaria Smear	Malaria Smear	Lab service	ENABLED	Cash (200)	--
Brucella Test	Brucella	Lab service	ENABLED	Mobile Money (300)	--

After adding all the services you should be able to see all under the Services list.