SOP: Performing Billable Items configurations

(Last update: March 2024)

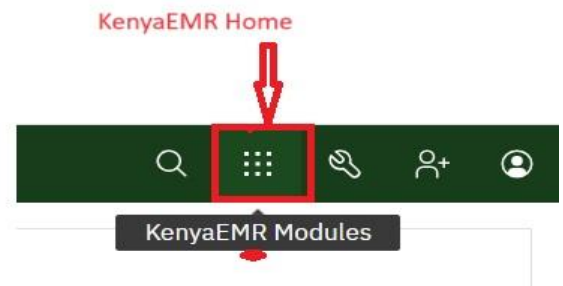|	
TASK:	Billable services configuration.
OBJECTIVE:	Effective set up of billable Services
WHO:	Facility System Admin, Partner supporting site HIS staff
REQUIRED MATERIALS:	Functional KenyaEMR

Background:

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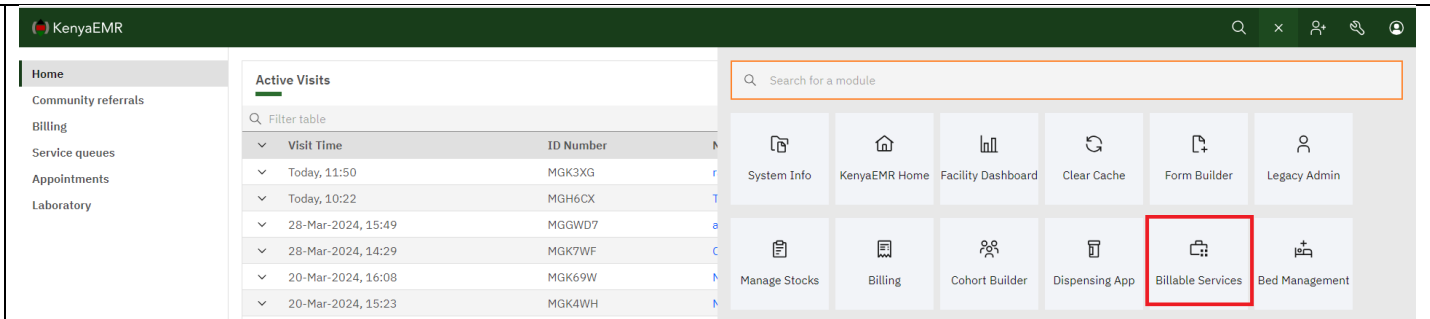
Objective:

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.
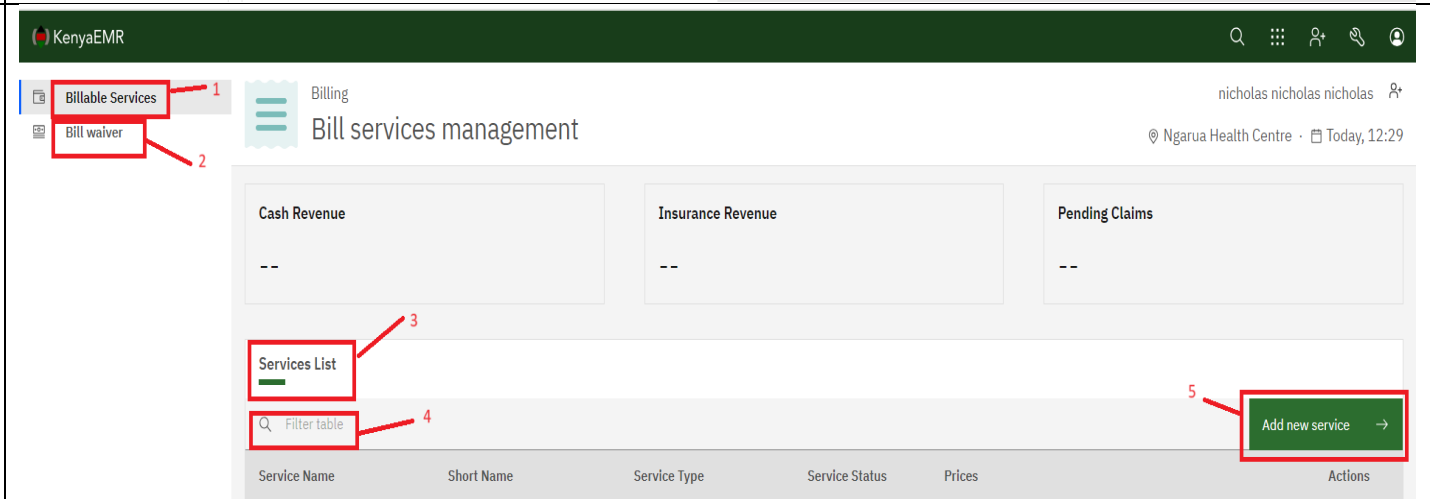
Navigate to KenyaEMR Mdules On Click you should see the modules.	

Opening bill service management form
Navigate to Billable Services.
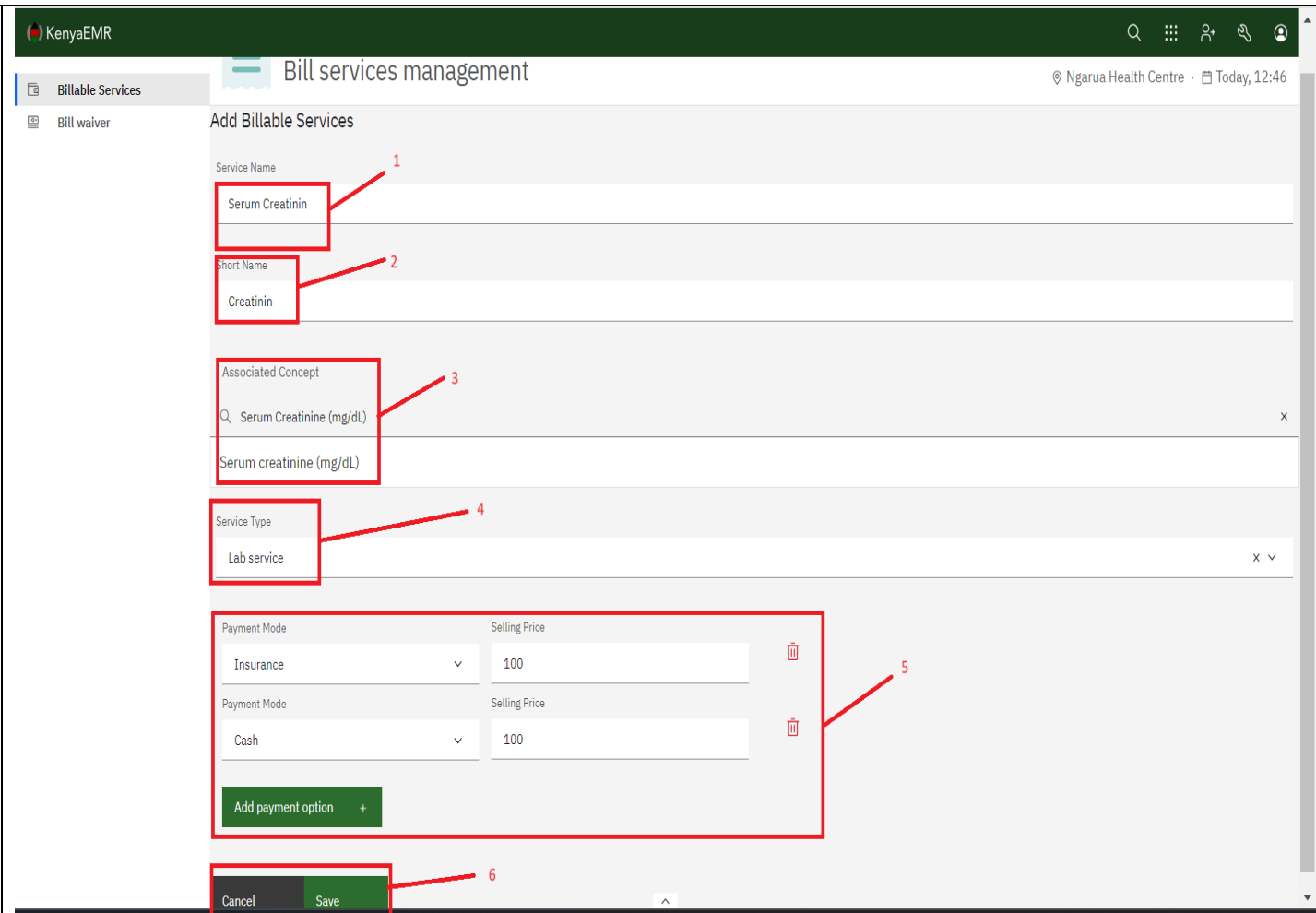On click it should take you to billable services dashboard

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.

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.

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

KenyaEMR

Billable Services	
Bill waiver	

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)	--

THE END*