



USING MEDICAL WINDOWS TO SEARCH FOR ITEM NUMBERS CLAIMED

One of the Collaborative Measures is the “% of Patients with Diabetes that have had Diabetes Service Incentive Payments claimed for them within the last 12 months”

To determine this measure, practices will want to search their billing programs for the relevant item numbers claimed in the last 12 months.

Using Medical Windows, this can be done in the following steps:

1. Open “Reports”, “Items”, “Items” (that’s right - you need to choose “Items” twice in a row).
2. Choose the interval – which you are searching for – monthly, weekly etc. You will need to choose “Yearly” to see the items claimed in the last 12 months.
3. Choose the “Status” type – e.g. “Medicare”, “Veterans’ affairs” and the like.
4. Select “Sort by Default”
5. Run the query – this will start the search and put the results to your printer.

This information sheet was done using Medical Window Version 6.2 and with the kind assistance of Dr Don Angus and his Practice Staff.