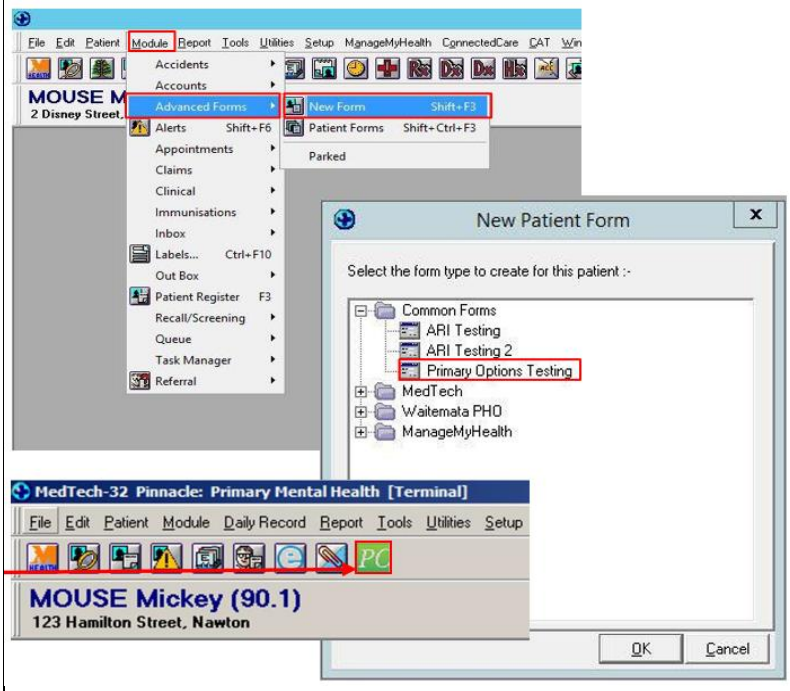
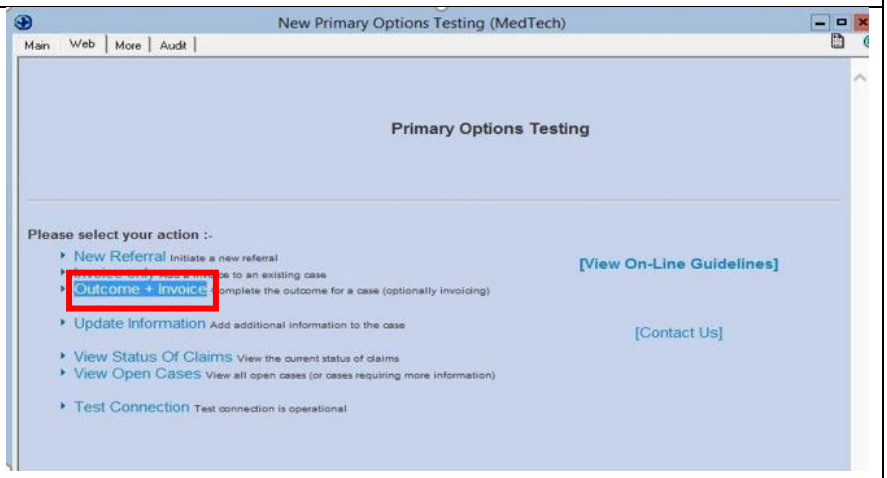
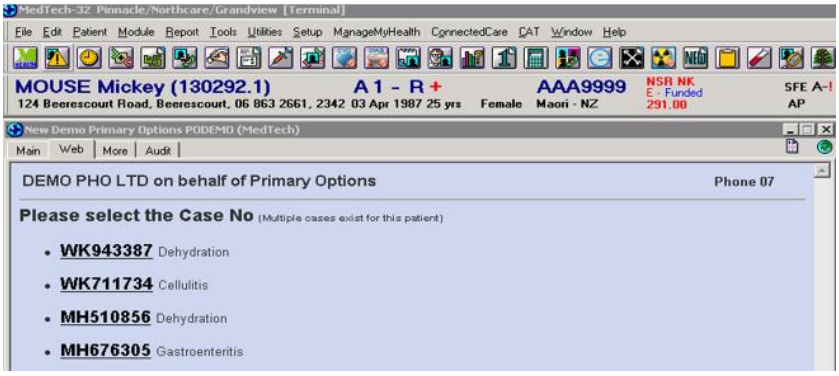
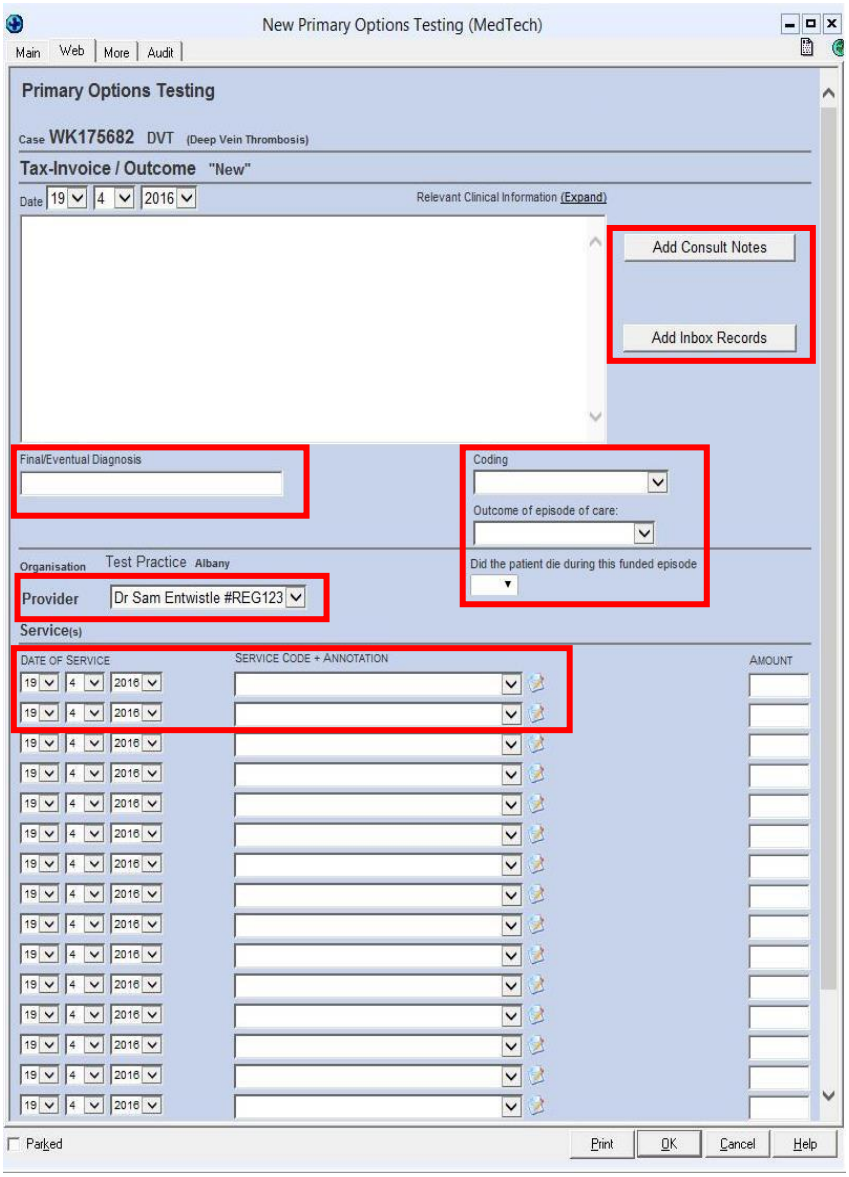
ONE POINT LESSON

How to lodge a Primary Options outcome

1.	Initiate Primary Options - Ensure you have the correct patient on the palette. - click on Module, Advanced Form, New Form (shift F3) - Highlight MHN Primary Options - click OK Alternatively: if you have the Primary Options MedTech button installed and placed on your toolbar you may click this and skip 'Step 1'	
2.	Click 'Outcome + Invoice'	
3.	Select (double click) the Primary Option Case number you want to invoice A list will only appear if you have more than one Primary Options case in progress	

4.	Enter notes to support your claim - enter the relevant date in the 'Date' section in the top left corner - attach all consultation notes in the text box provided by copying and pasting. The 'Add Consult Notes' & 'Add Inbox Records' buttons can be used to auto populate the notes. Please be aware the most recent notes populate first so you may need to press the button multiple times for the appropriate notes to populate, and then delete the notes you do not wish to submit. - select the provider from the drop down menu - enter the 'Date of Service' in the bottom left corner if different to the date at the top. - select the appropriate invoices under 'Service Code'. - enter Final Diagnosis - enter Coding - enter Outcome of Episode of care - enter whether the patient died or not NB: If you are unsure what to claim, please check the Pinnacle website under PROGRAMMES www.pinnaclepractices.co.nz	
5.	click 'Submit' then click 'ok' to save	