PERSPECT
MEDICAL BILLING

Overview of Billing System:

Login

Enter credentials provided when account was created at http://perspect.ca/solutions.html
NOTE: Please return to this website to login as the site maybe moving in the future however this URL will remain the same. Thanks

Home Page

Upon sign in you are brought to your home page.

| Home | New Claims | Submitted Claims | Paid Claims | Rejected Claims | Download Reports | Account Management | Log off |

Home

My Claims Summary

Show Claim Amount in: Year To Date

	Total Amount	# of Records
Unsubmitted Claims	$0.00	0
Submitted Claims	$52,347.47	102
Paid Claims	$60,331.55	111
Rejected Claims	$457.10	1
Claims Expiring in 60 days or less	$0.00	0
Claims lost due to late submission	$864.65	2

Notifications

Welcome to Perspect Medical Billing

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Definitions:

Unsubmitted Claim – New claims you have created but not yet submitted to MSB

Submitted Claim – claims you have submitted to MSB that have not be paid or rejected yet

Paid Claim – claims you have submitted and that have been identified as paid by MSB

Rejected Claim - claims you have submitted and that have been identified as rejected by MSB

Claims expiring in 60 days or less are those that have been rejected by MSB and are 4 months older or more. MSB requires claims to be reconciled within 6 months or they may not pay them.

Claims lost due to late submission are claims that have past the 6 months due date.

Uploading Your Certificate

In order for our system to be able to submit claims and pickup returns from MSB on your behalf you must load your MSB Certificate that was provided to you when you registered in SK. This will be located on the computer that you do your billing on today.

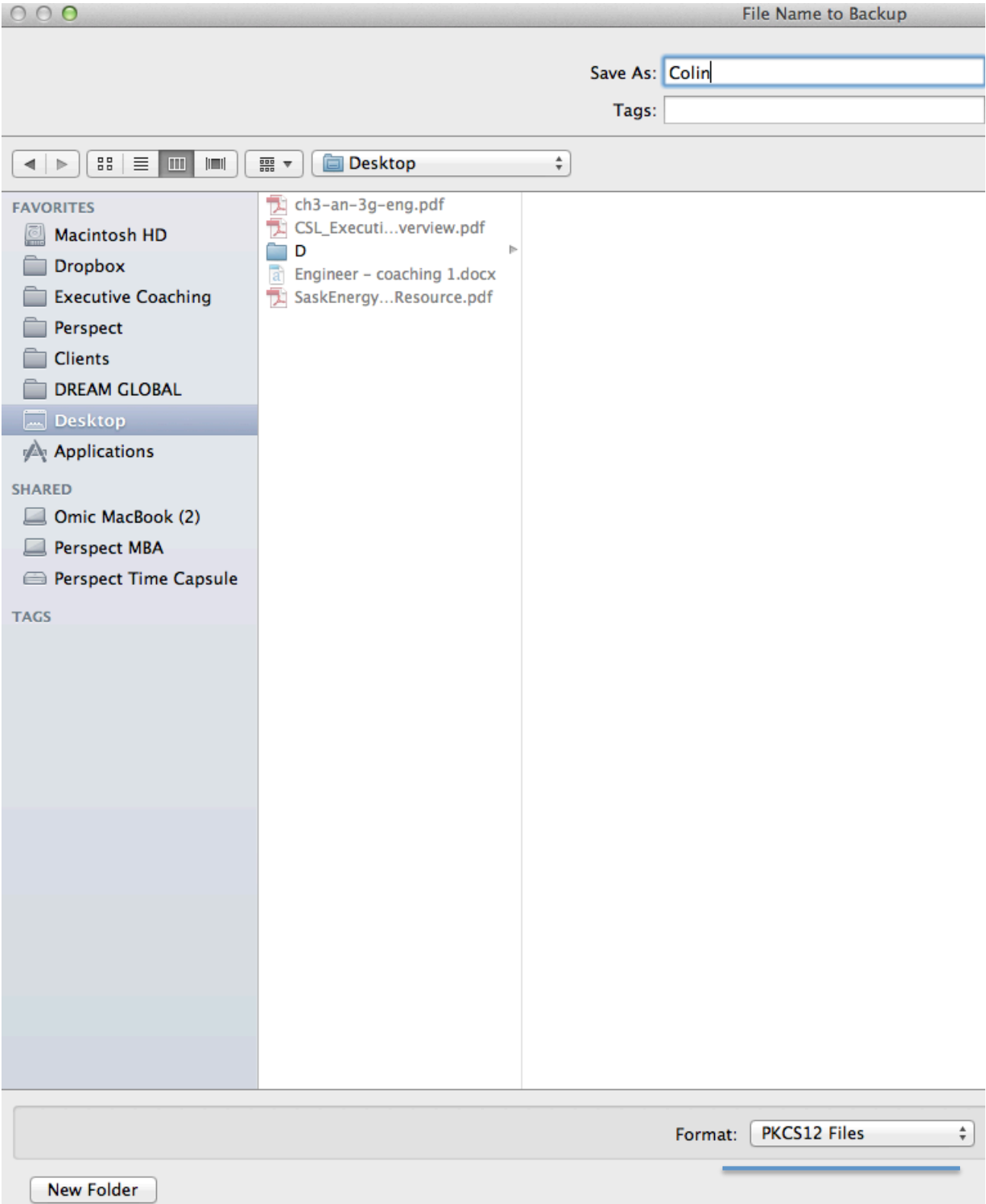To access this certificate from Firefox do the following:
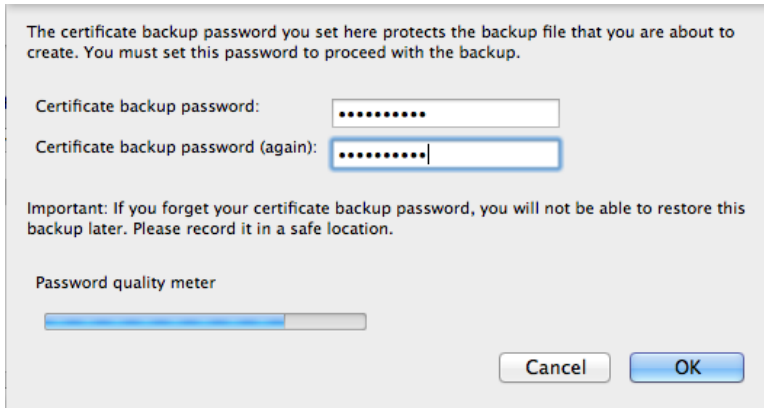
Select **Firefox -> Preferences**
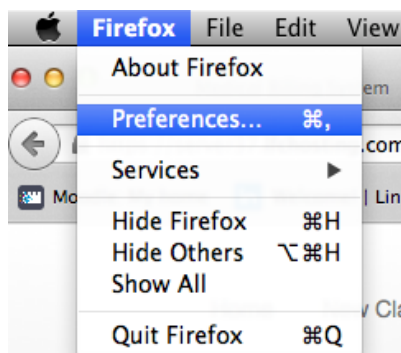
Then Select **Advanced Tab -> Certificates -> View Certificates -> Your Certificates** (highlight your certificate under Saskatchewan Health) -> **Select Backup**
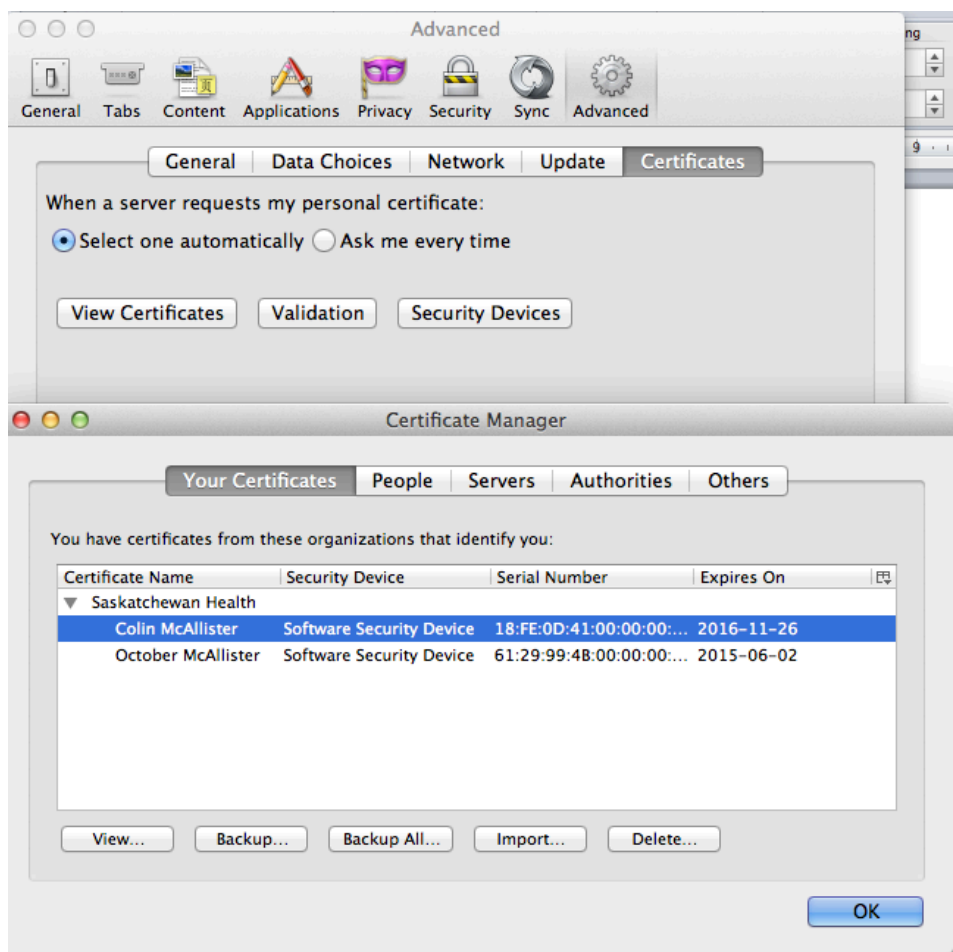
Save the file to your desktop -> save as your first name (ensure it has the extension PKCS12 selected in the bottom)

Apply a password to your certificate. Ensure you remember this – you will need it in a few minutes.

The certificate backup password you set here protects the backup file that you are about to create. You must set this password to proceed with the backup.

Certificate backup password: •••••••••
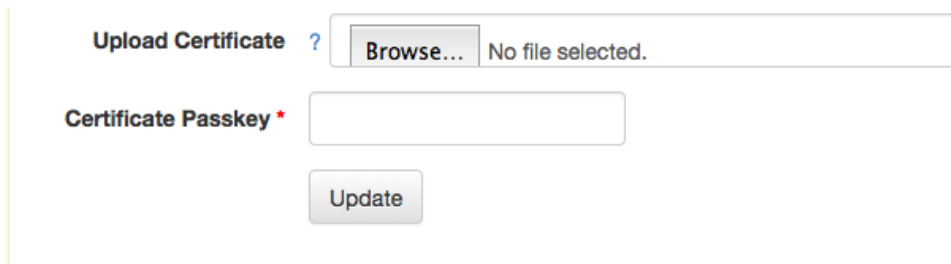
Certificate backup password (again): •••••••••

Important: If you forget your certificate backup password, you will not be able to restore this backup later. Please record it in a safe location.

Password quality meter

Cancel   OK

Exit ALL Firefox windows EXCEPT the billing program.

If you are a new client you will see a Notice on your Home Page saying you must upload your certificate – you can simply select this link and then Browse to your desktop and select the file you just saved here and then enter the password you provided. You are now registered and complete. You only have to do this ONE time.
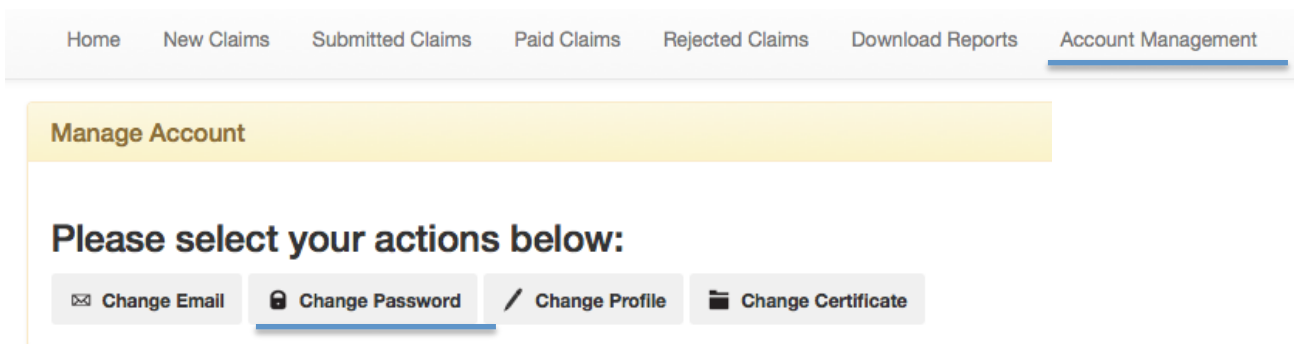
Upload Certificate ?   Browse... No file selected.

Certificate Passkey *

Update

If you experience any difficulty with this please contact Colin McAllister at 306-543-2231 and he will walk you through the process.

Navigate to Account Management

Home   New Claims   Submitted Claims   Paid Claims   Rejected Claims   Download Reports   Account Management

Manage Account

Please select your actions below:

✉ Change Email   🔒 Change Password   ✏ Change Profile   🗄 Change Certificate

Change Password (Do this as soon as you receive a new account)

Creating new Claims

To begin billing for a "session" (a day, week or month depending on how often you do your billing) click on the New Claims Tab at the top of the Screen

Then Select **Add New Claim**

You will see the screen as presented below (this is the same as the screen from the previous version – slightly larger fonts to make it a bit easier for your to read – if you find it to large to fit on your screen simply "un zoom" your screen)

Create Record Info

Create   Cancel

Field	Value
Last Name *	Smith
First Name *	John
Date of Birth (mmyy) *	1212
Sex *	M
Province	Saskatchewan
Hospital Number *	123456789
Referring Surgeon	Millar, Mikki
Referring Doctor Number	3439
Date of Service (ddmmyy) *	180814
Premium Code ? *	2
Start Time (24hr hhmm) ?	
End Time (24hr hhmm) ?	
Total Number of Units	0

	Code		Unit		Amount		Premium Fee	
Unit Record 1	Code 1	500H	Unit 1	1	Amount 1	26.10	Premium Fee 1	0.00
Unit Record 2	Code 2	501H	Unit 2	8	Amount 2	328.00	Premium Fee 2	0.00
Unit Record 3	Code 3		Unit 3		Amount 3		Premium Fee 3	
Unit Record 4	Code 4		Unit 4		Amount 4		Premium Fee 4	
Unit Record 5	Code 5		Unit 5		Amount 5		Premium Fee 5	
Unit Record 6	Code 6		Unit 6		Amount 6		Premium Fee 6	

Total Amount   354.10

Comment   Count   77

Create   Cancel

Once you have entered the necessary information simply hit Create.

If you do not want to save this information hit Cancel

Once you have entered all of the patient claims you want for this session you have a choice to logout of the application and leave these in the "Unsubmitted State" and continue adding to it in the next session.

Or you can submit this directly to MSB now by simply selecting the Submit to ICS Button on the top right corner of the page (right underneath of the total of Unsubmitted claims). Once you do this it will be submitted to ICS for payment immediately. It will remain here until the next payment date.

If at any time you want to check the status if your outstanding claims you can visit MSB at:

https://ics.ehealthsask.ca/ - click on Validation Report to see your outstanding claims.

(NOTE: our system may show a higher dollar value as we calculate your premiums – the MSB website does not – although they do pay you for them – we are not sure why they don't display them)

This replaces the necessity for you to download a claimsin file to your desktop and then upload it manually to ICS.

We have integrated our two systems and the work in now done behind the scenes.

You can submit daily if you like to avoid the risk of late submissions.

Picking up Returns Files

In this version of the Billing System there is no need for you to manually pick up returns files from MSB. The system will pick the return up for your automatically every two weeks as they become available.

You will see the updated status of your paid and rejected claims on your home page on the Thursday morning after the returns become available.

It is our hope that this results in a significant reduction in lost claims for physicians.

Support

Support is available always via email at colin@perspect.ca; if it is more urgent please call at 306-543-2231 or on mobile at 306-591-5101.