



RevolutionEHR

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**RevolutionEHR Release Notes
VSP**

September 9, 2013

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1. Overview

1.1 VSP Integration

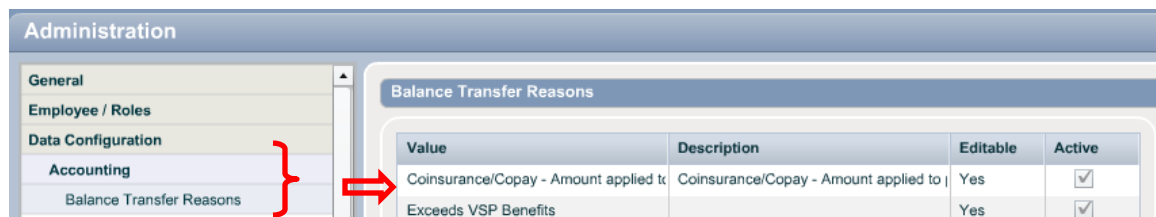
RevolutionEHR users must have connection to VSP/Eyefinity before using the features within this release. For more information on connectivity access Insight through the following link.
<http://insight.revolutionehr.com/wp-content/uploads/eyefinity-vsp-users-guide.pdf>

1.2 VSP – System Set-up

VSP enhancements will allow users to load their VSP ‘Signature’ or ‘Choice’ fee schedule and create a Customized Fee Schedule. RevolutionEHR will use the fee schedule to calculate the chargeback, recoup, co-pay and coinsurance amounts.


1.2.1 Data Configuration

- Access Administration/Data Configuration/Accounting/**Balance Transfer Reasons**. If you do not already have reasons that are similar to “Coinsurance/Copay” and “Exceeds VSP Benefits,” we recommend you add these reasons to your list.



- Access Administration/Data Configuration/Accounting/**Balance Writeoff Reasons**. If you do not already have reasons that are similar to “VSP and VSP Recoup,” we recommend you add these reasons to your list.

1.2.2 VSP Fee Schedules

- Access Administration/Accounting/**VSP Fee Schedules**. Verify the correct location is showing in the ‘Location’ drop-down menu.
- Click on ‘New Fee Schedule’ . The option of “Custom” or “Signature” is available. “Custom” will be discussed later in this manual; instructions for “Signature” are provided first. Click on the ‘Signature’ line and click ‘Continue.’ VSP’s Signature Fee Schedule will load.

- If you prefer, change the fee schedule name. Check the box beside "Active" and indicate the begin and end date. Use the drop-down menus to indicate the write-off, recoupment, patient transfer, and patient co-pay.
- Input a frame service fee. (Access VSPonline.com/Update Practice Information/View or Update Fees.)

New Fee Schedule

Name * SIGNATURE

Write-Off * VSP

Recoupment * VSP Recoup

Patient Transfer * Exceeds VSP Benefits

Patient Copay * Coinsurance/Copay - Amount applied to patient copayment

Frame Service Fee * \$35.00

Comments



Active ☒

Begin Date * 09/03/2013

End Date 09/03/2014

- **You will need a copy of VSP Signature pricing.**
 - Click within the pricing field to enter your Exam Services Reimbursement amounts.

Exam Services

Code	Name	Reimbursement	
92002	EYE EXAM NEW PATIENT	\$0.00	 Delete
92004	EYE EXAM NEW PATIENT	\$62.50	 Delete

Click within the field.

- Access the Base Lenses slider and click within the Retail Cost and Service Fee fields to add pricing.

Base Lenses


Code	Name	Retail Cost	Service Fee	
V2100	Sphere, single vision, plano to plus or minus 4.00, per lens	\$18.75	\$16.50	 Delete
V2101	Sphere, single vision, plus or minus 4.12 to plus or minus 7.00d,	\$18.75	\$16.50	 Delete


Click within the field.

- Access the Lens Addons slider. Pricing will be preloaded for you; however, we recommend you verify the pricing is accurate. As with the other sliders, click within the pricing field to make changes.

Lens Addons

Code	Name	Type	Charge Back	Service Fee	Patient Fee	Patient %
MN	Plastic Dyes - Solid C	Single Vision	\$5.00	\$4.00	\$6.50	0%
MN	Plastic Dyes - Solid C	Multifocal	\$5.00	\$4.00	\$6.50	0%

- If necessary, at the bottom of every pricing screen is a blank line with an 'Add' button . Use this to add items to your price list.

- The 'Delete' button  Delete will completely delete the line of information.
- When all pricing information is complete, click 'Create.'

New Fee Schedule

Name *

SIGNATURE

Write-Off *

VSP

Recoupment *

VSP Recoup

Patient Transfer *

Exceeds VSP Benefits

Patient Copay *

Coinurance/Copay - Amount applied to patient copayment

Frame Service Fee *

\$30.00

Comments

Active








☒

Begin Date *

08/01/2013


End Date


04/01/2014

Code	Name	Reimbursement	
92002	EYE EXAM NEW PATIENT	\$62.50	 Delete
92004	EYE EXAM NEW PATIENT	\$62.50	 Delete
92012	EYE EXAM ESTABLISHED PAT	\$50.50	 Delete
92014	EYE EXAM & TREATMENT	\$50.50	 Delete
92015	REFRACTION	\$25.50	 Delete
99201	OFFICE/OUTPATIENT VISIT, NEW	\$62.50	 Delete
99202	OFFICE/OUTPATIENT VISIT, NEW	\$62.50	 Delete

Base Lenses

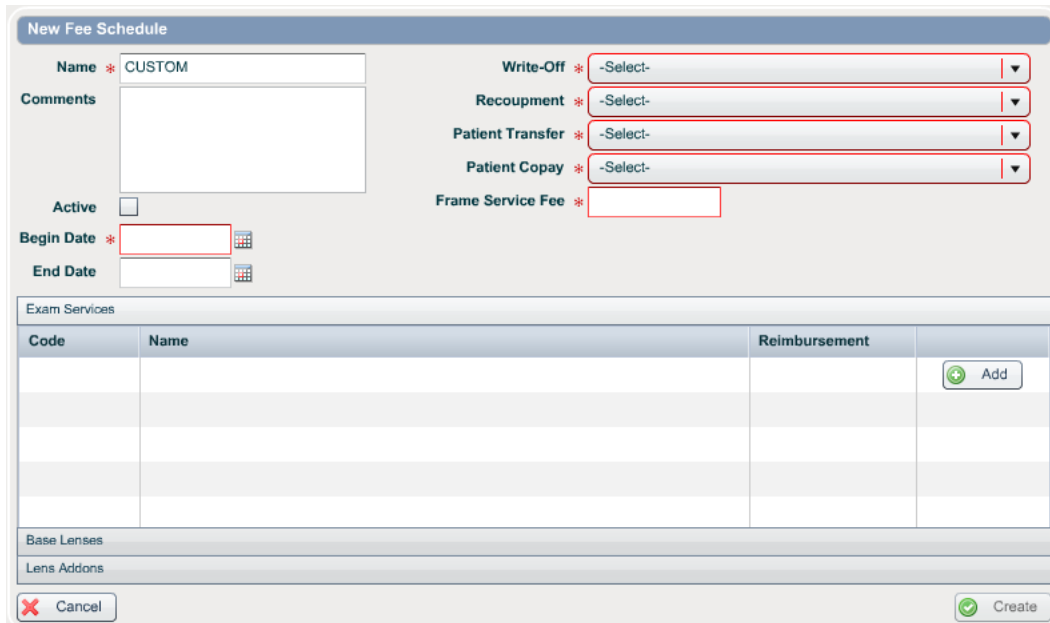
Lens Addons

 Cancel

 Create

- **Choice Plans:** We recommend you follow the steps for 'Signature Plans' and change the name to 'Choice', or other identifying name – this will ensure the complete list of Exam Services, Base Lenses, and Lens Addons will load for you. Update all information to reflect the Choice plan pricing – click 'Create.'

- **Custom Fee Schedule:** Click on 'New Fee Schedule' and choose 'Custom' from the screen. You will be provided the framework for a fee schedule (see screen print).
 - Complete the upper portion of the screen including: Name, check as active, begin and end date, and drop-down menus.
 - All sliders will need to be completed. Notice, when customizing a fee schedule, RevolutionEHR does not load any information for you.
 - Activate a line by clicking within the field you want to update and input information appropriate to Code, Name, and Reimbursement.
 - Click 'Create' when finished with all sliders.



New Fee Schedule

Name * CUSTOM

Write-Off * -Select-

Comments

Recoupment * -Select-

Active ☐

Patient Transfer * -Select-

Begin Date *

End Date

Patient Copay * -Select-

Frame Service Fee *

Exam Services			
Code	Name	Reimbursement	
			<input type="button" value="Add"/>

Base Lenses

Lens Addons

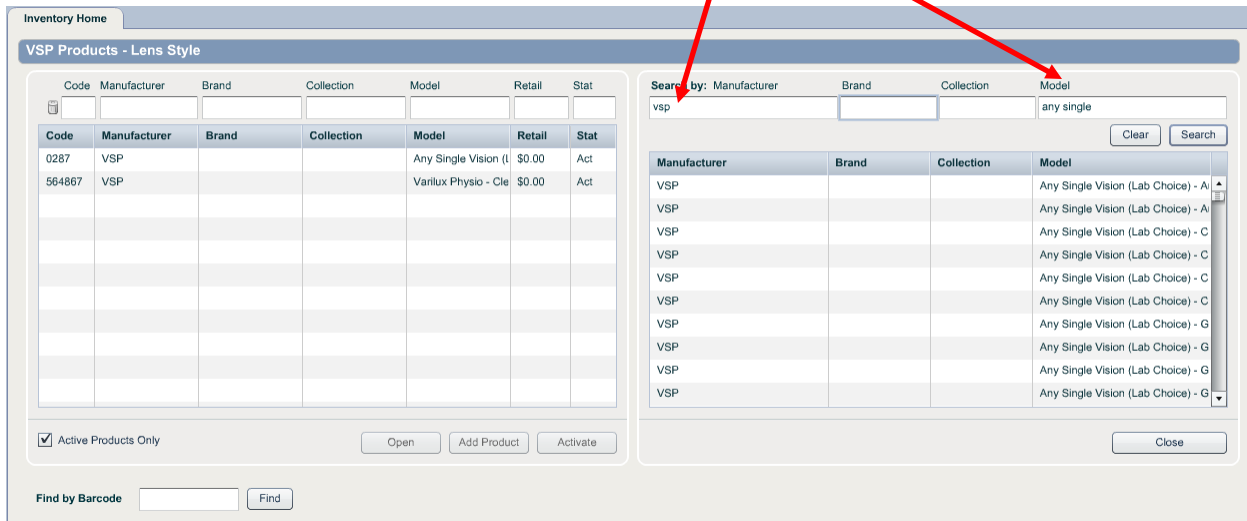
- As you create fee schedules, they will be listed in the left column of the screen.
- If needed, single click on a fee schedule line and click on 'Deactivate.'

1.2.3 Inventory

- Access Inventory/**VSP Products**.
- Click on a product category and click on 'Import Product.' Import all products that will be needed for your practice within each category.
- To search for the VSP product list -- Input 'VSP' in the manufacturer field. Brand and Collection fields are not used for VSP products. Model is an optional entry field.

Important Note: When importing items from the Lens Style category, you may enter **Any Single** for a more defined search when searching for single lenses. (Bifocal and Trifocal are listed by design: Flat top 28, Flat top 28, 7x28, 7x35, etc.)

- **Drag and drop only the items your practice sells from the right column into the left column.**



Inventory Home

VSP Products - Lens Style

Code	Manufacturer	Brand	Collection	Model	Retail	Stat
0287	VSP			Any Single Vision (L	\$0.00	Act
564867	VSP			Varilux Physio - Cle	\$0.00	Act

☒ Active Products Only

Find by Barcode

Search by: Manufacturer Brand Collection Model

VSP


Manufacturer	Brand	Collection	Model
VSP			Any Single Vision (Lab Choice) - A
VSP			Any Single Vision (Lab Choice) - A
VSP			Any Single Vision (Lab Choice) - C
VSP			Any Single Vision (Lab Choice) - C
VSP			Any Single Vision (Lab Choice) - C
VSP			Any Single Vision (Lab Choice) - C
VSP			Any Single Vision (Lab Choice) - G
VSP			Any Single Vision (Lab Choice) - G
VSP			Any Single Vision (Lab Choice) - G
VSP			Any Single Vision (Lab Choice) - G

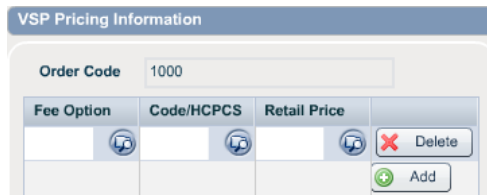
- After a product has been imported to your VSP product catalog, pricing must be entered, and for the Anti-Reflective and Lens Style categories, additional product code information will also be required. Open each item from the column on the left; click Edit in the bottom right to enter this information.
- **See the special instructions in sections 1.2.3.1, 1.2.3.2, and 1.2.3.3 before you begin pricing.**

1.2.3.1 Pricing Instructions for AR Coating.

AR coatings are sometimes combination products that include AR and additional treatments like UV or scratch cote. For this reason, it is necessary




that you add the appropriate product codes to ALL AR products. Some will only need the AR code, however, if the AR comes with other treatments like UV or scratch you must also add those codes.

- After opening your inventory item, the fee option, HCPCS code, and retail price fields will need information.
- If you know the Fee Option code and the HCPCS code you can type them directly into the field – or you can use the search icons  to access code options within the database.
- Complete the Retail Price field for the add-on fee only—per lens.
- Repeat the process for each appropriate fee option.
- Click 'Update.'



VSP Pricing Information

Order Code: 1000

Fee Option	Code/HCPCS	Retail Price	
			    Delete
			 Add

1.2.3.2 Pricing Instructions for Lens Style

- After opening your inventory item, the fee option, HCPCS code, and retail price fields will need information.
- The instructions for identifying the Fee Option and HCPCS code are the same as we reviewed for AR Coating. Most Lens Styles require multiple Fee Options and HCPCS codes; as well as individual prices for each add-on (per lens). In the example you see here, we are showing option/code/price for progressive and for Trivex.



VSP Pricing Information

Order Code: 564867

Lens Style: Progressive

Lens Material: Trivex

Fee Option	Code/HCPCS	Retail Price	
OA	V2781	\$70.00	
OB	V2782	\$40.00	

- When importing Lens Style products, you will find products that are the equivalent to the base lens: Any Single Vision Plastic, Flat top 28 plastic, 7x35 plastic, etc. You must still import those products so they will be available in your VSP eyeglass order. However, because base lenses are not paid by VSP or the patient, no fee option should be added for these lenses.

VSP Pricing Information			
Order Code	0288		
Lens Style	Single Vision		
Lens Material	Plastic		
Fee Option	Code/HCPSCS	Retail Price	

- Complete the fields necessary and click 'Update.'

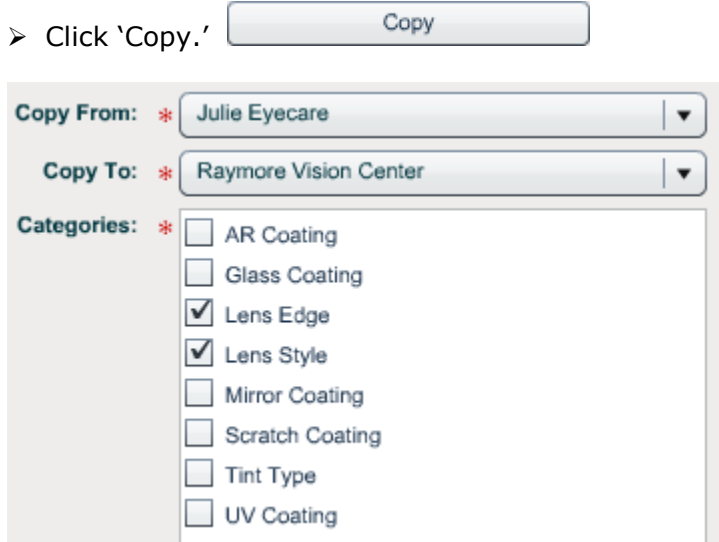
1.2.3.3 Pricing Instructions for All Other Categories

- All other product categories contain products for which there is only one product code. After opening your inventory item, the fee option field will have an entry from the system – you can access the search icon and change this field, if necessary.
- Complete the Retail Price field for the add-on fee only—per lens.
- Click 'Update.'

Inventory Home		Gradient Color Coating	
Product Information			
Category Glass Coating Manufacturer * VSP Brand -Select- Collection -Select- Code/HCPSCS V2745 Model * Gradient Color Coating Invoice Desc. UPC		VSP Pricing Information <div style="border: 2px solid red; padding: 2px; display: inline-block;">Change if necessary.</div> Order Code MT Fee Option MT Retail Price \$20.00 <div style="border: 2px solid red; padding: 2px; display: inline-block;">Input retail for add-on</div>	


1.2.3.4 Copy VSP Products Inventory – For Multi-Location Practices

- Click 'Copy' in the bottom right corner of the column of VSP Products.
- Use the drop-down menus to indicate which practice location's product list you want to copy from and which practice location you want to copy to.
- Place a check beside which category of products you want to copy.
- Click 'Copy.'





1.2.4 Connect to VSP

- Access Administration/General/**Locations**. **For Each Location:**
 - Open Location and Click 'Edit.'
 - Click on the **Order Processing** slider.
 - Check the box beside 'Eyefinity/VSP' and the box beside 'Enabled.'
 - Click 'Update.'



1.2.5 Setup VSP Labs

- Access Administration/VendorsPartners/**VSP Labs**.
- Click 'Add VSP Lab.' 
- Click 'Lookup.' 
- Search for your lab name and select.
- Complete all lab information and click 'Update.'

1.3 VSP – Authorization, Encounter/Order/Invoices, and Claims

1.3.1 Authorization

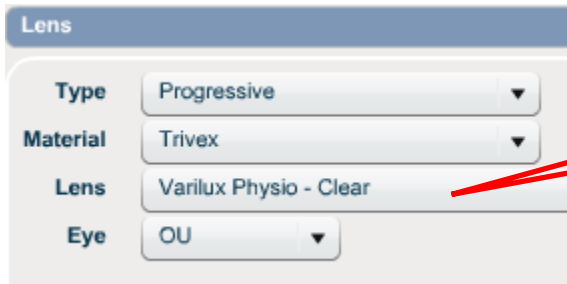
- Access VSP insurance for the patient and receive authorization.
- For specific details on receiving authorization, access our guide on Insight: <http://insight.revolutionehr.com/wp-content/uploads/eyefinity-vsp-users-guide.pdf>

1.3.2 Order - Invoices

- In the Lab area of the order – Choose 'VSP/Eyefinity' as the processor and also choose your lab (the labs you created from section 1.1.5 will be in this drop-down menu).

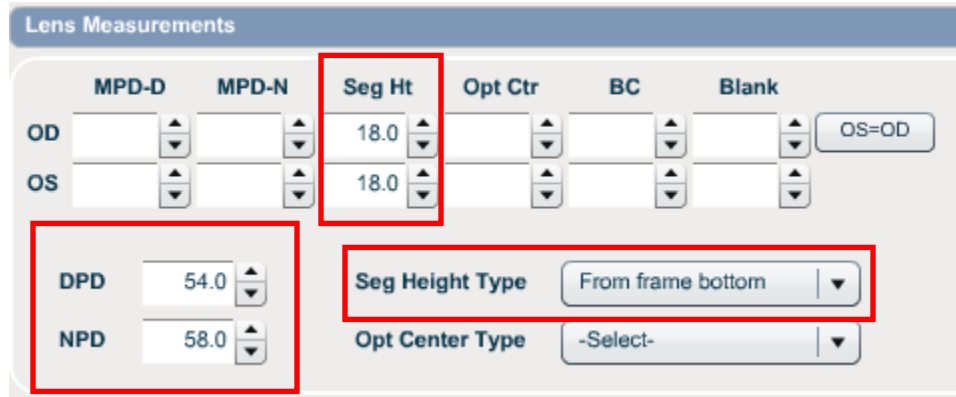


- Click 'Rx and Lens Information' slider.
- Complete the Lens area using the drop-down menus.

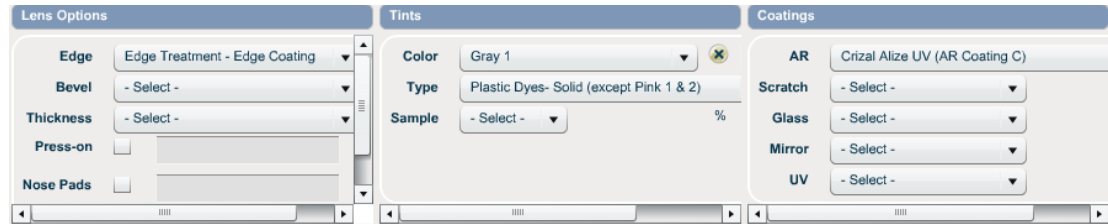


Lens style options are pulled from your **VSP Products Inventory**.

- **ALL orders require entry into the DPD and NPD fields.** If ordering bifocal, trifocal, or progressive Seg Ht and Seg Height Type must be completed.





- If appropriate to your order, complete Lens Options, Tints, and Coatings. Options available within these drop-down menus are pulled from your VSP Products Inventory.





- Click 'Frame Information' slider.



- Indicate the frame source.
 - If you choose "Lenses Only," within the **Frame Product Selection** area there is an icon  for 'Add Patient Owned Frame.' Input the patient's frame information in the patient owned frame information screen.
 - If you choose "Doctor Supplied - To Come," within the **Frame Product Selection, Frame Size, and Frame Color** areas use the search icon to find the frame within your Inventory.
 - If you choose "Patient Supplied - To Come," within the **Frame Product Selection** area there is an icon  for 'Add Patient Owned Frame.' Input the patient's frame information in the patient owned frame information screen.


- If you choose "Lab Supplied," within the **Frame Product Selection, Frame Size, and Frame Color** areas use the search icon to find the frame.
- Click 'Billing' slider.
- **Assign the VSP Authorization.** The fee schedule associated to the authorization will load.

Associated Encounter				VSP Billing Details				
Associated Encounter 05/29/2013 - Comprehensive Encounter				Associated Authorization 17444876 View Reports				
				Fee Schedule SIGNATURE				
Billing Preview								
Code	Product/Service	VSP Fee Option	Quantity	Retail Cost	Total Cost	VSP Pays	VSP Chargeback	Patient Pays
V2020	Amelia	Frame	1	\$225.00	\$225.00	\$105.00	\$0.00	\$100.00
V2100	Any Single Vision (Lab Choice) - Clear	Base Lens	1	\$18.75	\$18.75	\$0.00	\$0.00	\$16.50
V2101	Any Single Vision (Lab Choice) - Clear	Base Lens	1	\$18.75	\$18.75	\$8.00	\$0.00	\$8.50
TOTALS					\$302.50	\$113.00	\$20.00	\$148.00

- 'View Reports'  can be clicked to view authorization details. Once the order is submitted, the 'Wellness Summary Statement' will also be available within this 'View Reports' area.
- **Assign the Encounter,** if the Order and Encounter occurred on the same day, or if you would like to associate the billing from the order with the billing exam.
- Click 'Update.' Click 'Edit.' Click 'Refresh Preview.' 
- Notice: all pricing information from the fee schedule is available, including the amount the patient will need to pay. Floating your cursor over the dollar amount in the columns for VSP Pays, VSP Chargeback, and Patient Pays will display a pop-up box with more detailed payment information.


Associated Encounter				VSP Billing Details				
Associated Encounter 05/29/2013 - Comprehensive Encounter				Associated Authorization 17444876 View Reports				
				Fee Schedule SIGNATURE				
Billing Preview								
Code	Product/Service	VSP Fee Option	Quantity	Retail Cost	Total Cost	VSP Pays	VSP Chargeback	Patient Pays
V2020	Amelia	Frame	1	\$225.00	\$225.00	\$105.00	\$0.00	\$100.00
V2100	Any Single Vision (Lab Choice) - Clear	Base Lens	1	\$18.75	\$18.75	\$0.00	\$0.00	\$16.50
V2101	Any Single Vision (Lab Choice) - Clear	Base Lens	1	\$18.75	\$18.75	\$8.00	\$0.00	\$8.50
TOTALS					\$302.50	\$113.00	\$20.00	\$148.00

Important Note: An error message may be received indicating specific problems with the Order. Once you have corrected the error, use 'Refresh

Preview'  Refresh Preview to reload the changes and clear the error message.

- For all orders associated to an encounter, the exam charges are automatically loaded into the billing screen of the encounter. **Do not drag and drop your exam charges in the billing screen of the encounter. No action should be taken within the encounter.**
- Click 'Update' and 'Approve Order.' (After you click on Approve Order, you may no longer make any changes to the Order.) Once you have approved the order, RevolutionEHR will provide you the option of generating invoices for VSP and the patient. The order will be transmitted along with the claim – RevolutionEHR processes the order when you submit the claim – see section 1.2.3.2. Click 'Generate Invoices for VSP and Patient.'

Generate Invoices for VSP and Patient

- Invoices for VSP and Patient are available. Enable the search icon  beside the Invoice ID number to go directly to that invoice. The invoice is in Pending status and ready for processing. VSP claims will not go into the submission queue until the VSP invoice is authorized.

VSP Invoice:		Patient Invoice	
Invoice ID	221	Invoice ID:	221
Balance	93	Balance	148

1.3.3 Submit Claim

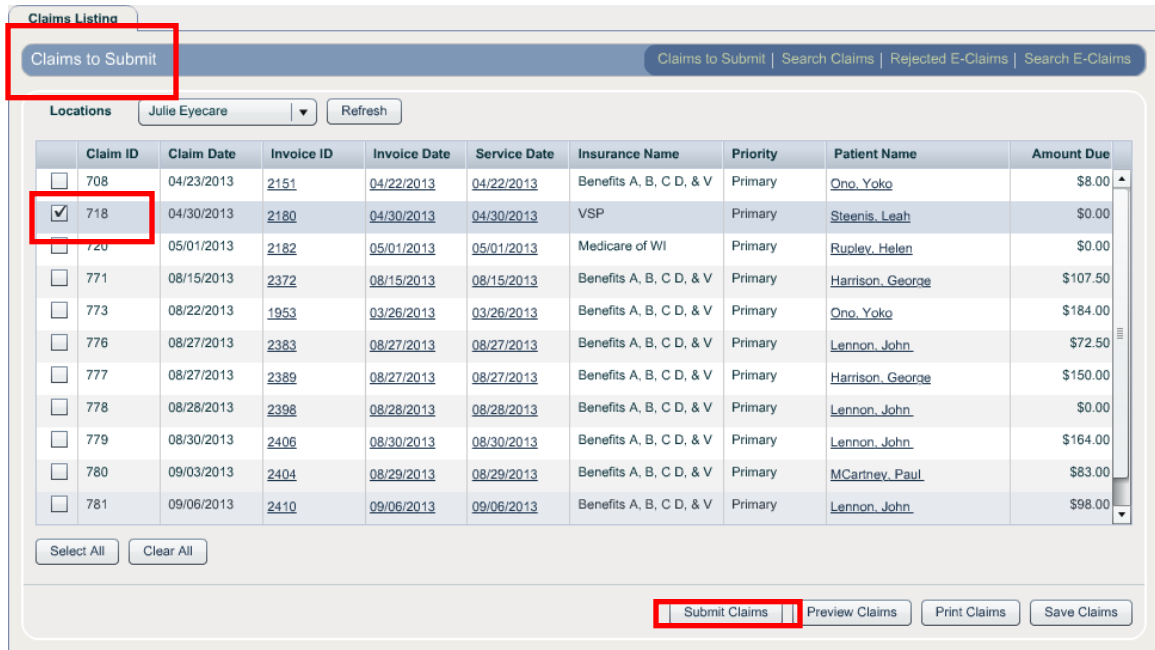
1.3.3.1 Administration Set-up

- Access Administration/VendorsPartners/**Insurance Companies**
- Locate VSP (use the filter if necessary); open company file.
- Classification needs to be set to 'VSP.'
- Claim Submission needs to be set to 'Electronic.'

Claim Information	
Classification: *	VSP
Claim Submission: *	Electronic

1.3.3.2 Submit Claim

- Access Administration/Accounting/**Claims**.
- Enable the check box beside all VSP claims to submit.
- Click 'Submit Claims.'



	Claim ID	Claim Date	Invoice ID	Invoice Date	Service Date	Insurance Name	Priority	Patient Name	Amount Due
<input type="checkbox"/>	708	04/23/2013	2151	04/22/2013	04/22/2013	Benefits A, B, C D, & V	Primary	Ono, Yoko	\$8.00
<input checked="" type="checkbox"/>	718	04/30/2013	2180	04/30/2013	04/30/2013	VSP	Primary	Steenis, Leah	\$0.00
<input type="checkbox"/>	720	05/01/2013	2182	05/01/2013	05/01/2013	Medicare of WI	Primary	Ruplev, Helen	\$0.00
<input type="checkbox"/>	771	08/15/2013	2372	08/15/2013	08/15/2013	Benefits A, B, C D, & V	Primary	Harrison, George	\$107.50
<input type="checkbox"/>	773	08/22/2013	1953	03/26/2013	03/26/2013	Benefits A, B, C D, & V	Primary	Ono, Yoko	\$184.00
<input type="checkbox"/>	776	08/27/2013	2383	08/27/2013	08/27/2013	Benefits A, B, C D, & V	Primary	Lennon, John	\$72.50
<input type="checkbox"/>	777	08/27/2013	2389	08/27/2013	08/27/2013	Benefits A, B, C D, & V	Primary	Harrison, George	\$150.00
<input type="checkbox"/>	778	08/28/2013	2398	08/28/2013	08/28/2013	Benefits A, B, C D, & V	Primary	Lennon, John	\$0.00
<input type="checkbox"/>	779	08/30/2013	2406	08/30/2013	08/30/2013	Benefits A, B, C D, & V	Primary	Lennon, John	\$164.00
<input type="checkbox"/>	780	09/03/2013	2404	08/29/2013	08/29/2013	Benefits A, B, C D, & V	Primary	McCartney, Paul	\$83.00
<input type="checkbox"/>	781	09/06/2013	2410	09/06/2013	09/06/2013	Benefits A, B, C D, & V	Primary	Lennon, John	\$98.00

1.3.3.3 Packing Slip and Summary Report

- The packing slip and summary report will be available on the VSP invoice. VSP Packing Slip VSP Summary Report (These buttons will not be available on the invoice until you have processed the claim/order through the Administration module – section 1.3.3.2.)