



VMoney Web Claim Adjustments

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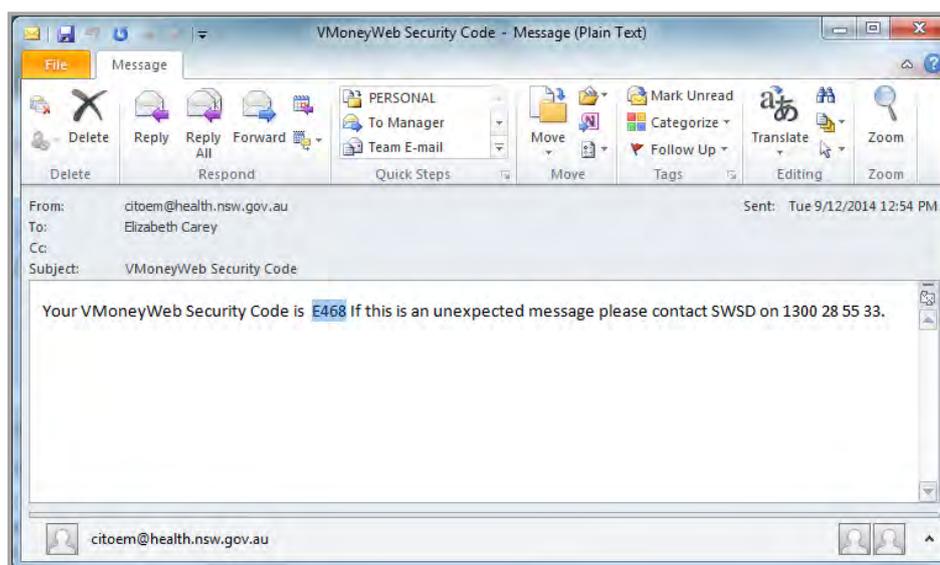
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Quick Guide to Logging into VMoney Web

1. Navigate to the VMoney Website <https://vmoney.health.nsw.gov.au>
(Use Internet Explorer v11, Firefox or Chrome to open VMoney)



2. Type your username which is your StaffLink number (provided by Healthshare)
3. Type your password (provided by SWSD)
4. Click Login button or press Enter



5. You will receive an email/SMS notification stating the Security Code number. The security code number is valid for 5 minutes.

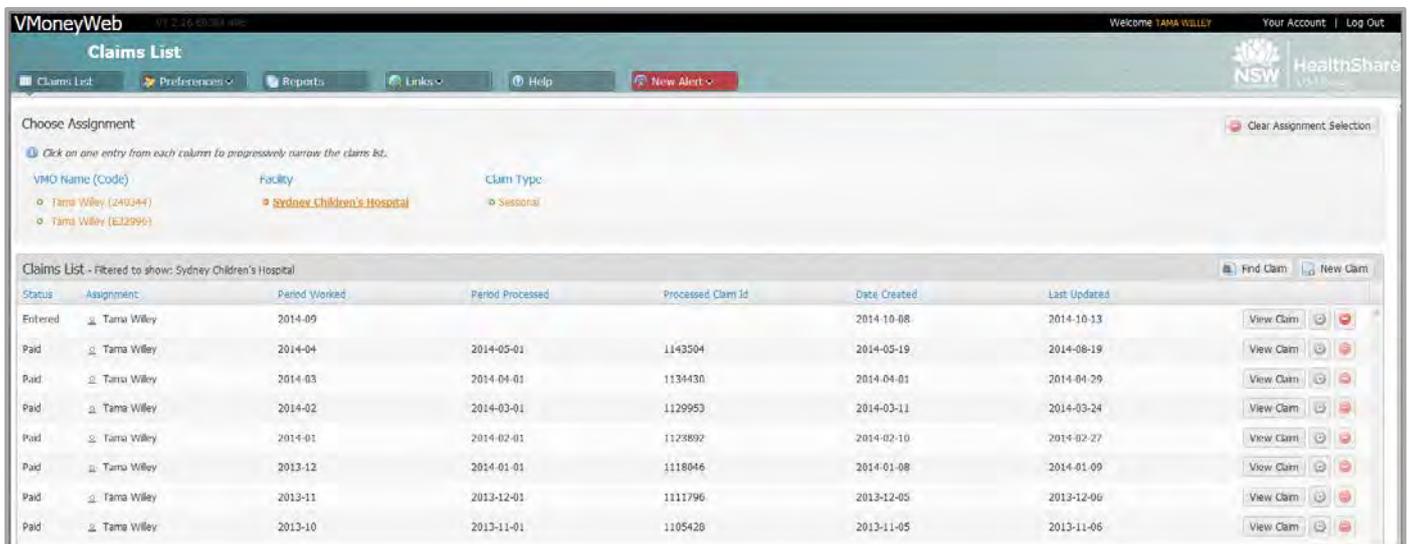


6. Type the Security Code number into VMoney web login page

7. Click Validate Security Code button

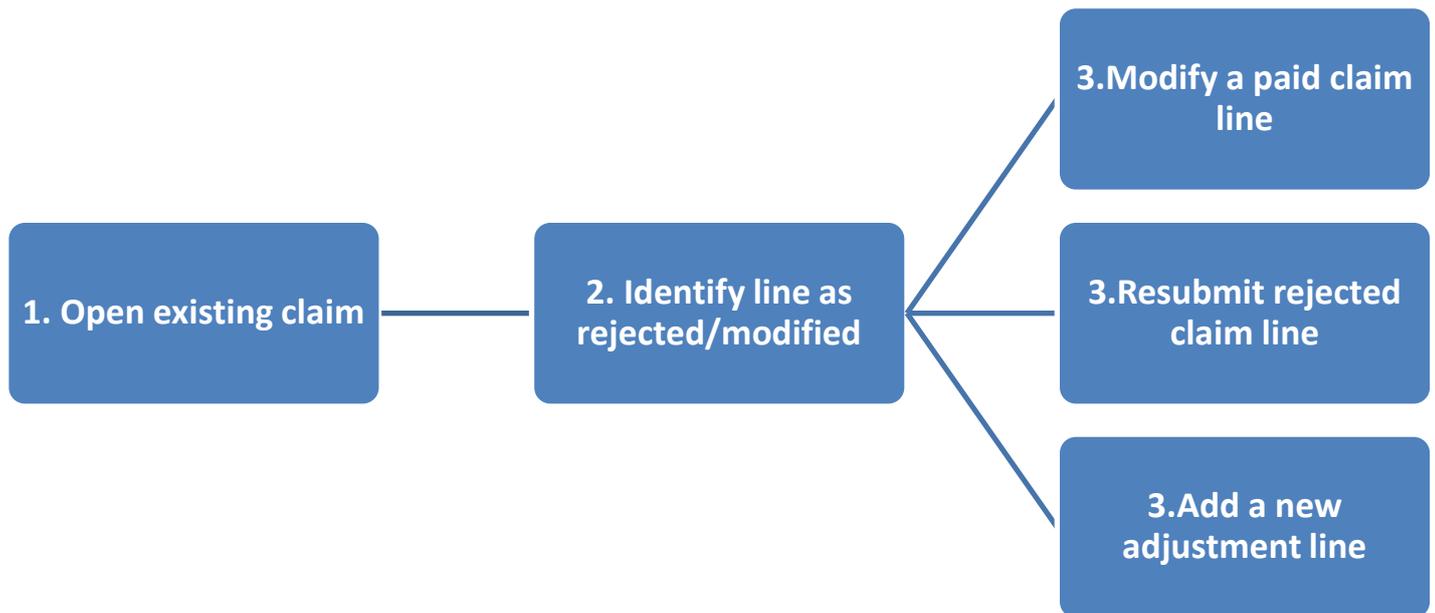


8. Click Accept to continue



You will be directed to the Claims List screen.

Overview



Types of Adjustments

Three types of adjustments can be made to paid claims in VMoney Web. The table below provides an explanation of each type of adjustment that can be made:

	Modify a claim line item (e.g. if too many or too few hours were originally claimed)
	Resubmit a rejected line item (e.g. as a result of a changed financial classification)
	Add an adjustment claim line (e.g. to claim for an item or service provided in a previous month and not claimed for at the time).

Step 1: Open an existing claim

VMoneyWeb V1.2.15.60384.406 Welcome DIEDRE VOSSLER Your Account | Log Out

Claims List

Choose Assignment

Click on one entry from each column to progressively narrow the claims list.

VMO Name (Code) Facility Claim Type

- Diedre Vossler (10604A) Children's Hospital Sessional

Claims List - Filtered to show: Vossler Diedre

Status	Assignment	Period Worked	Period Processed	Processed Claim Id	Date Created	Last Updated	
Paid	Children's Hospital	2014-04	2014-05-01	1143203	2014-05-15	2014-08-19	View Claim
Paid	Children's Hospital	2014-03	2014-04-01	1135730	2014-04-08	2014-04-29	View Claim
Paid	Children's Hospital	2014-02	2014-03-01	1128729	2014-03-05	2014-03-24	View Claim
Paid	Children's Hospital	2014-01	2014-02-01	1123488	2014-02-06	2014-02-27	View Claim
Paid	Children's Hospital	2013-12	2014-01-01	1118334	2014-01-09	2014-01-10	View Claim

Once you have logged on to VMoney Web, you will be directed to the Claims List screen.

1. Click View Claim to open the corresponding claim for viewing and/or modification.

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Sessional Claim

Back to list

ID: 212290 Classification: Senior Specialist Surgeon Contract Start Date: 07/2013
Speciality: Cardiothoracic Contract End Date: 06/2014
VH Claim No: 1143203
LHD/Facility: SOH Children's Hospital Budgeted Contract Hours Worked: 0.00 Cost Centre: 680731 CHW VMO'S-Cardiac Surgery
VMO: 10604A - Diedre Vossler Budgeted Contract Hours: 736.00 Status: Paid
Period Worked: 04 / 2014 Budgeted Hours Remaining: 736.00

Comments (0) Detail Report RCTI Calendar

Expand the headers below by double clicking the title, or keying Alt + 1, Alt + 2 etc.

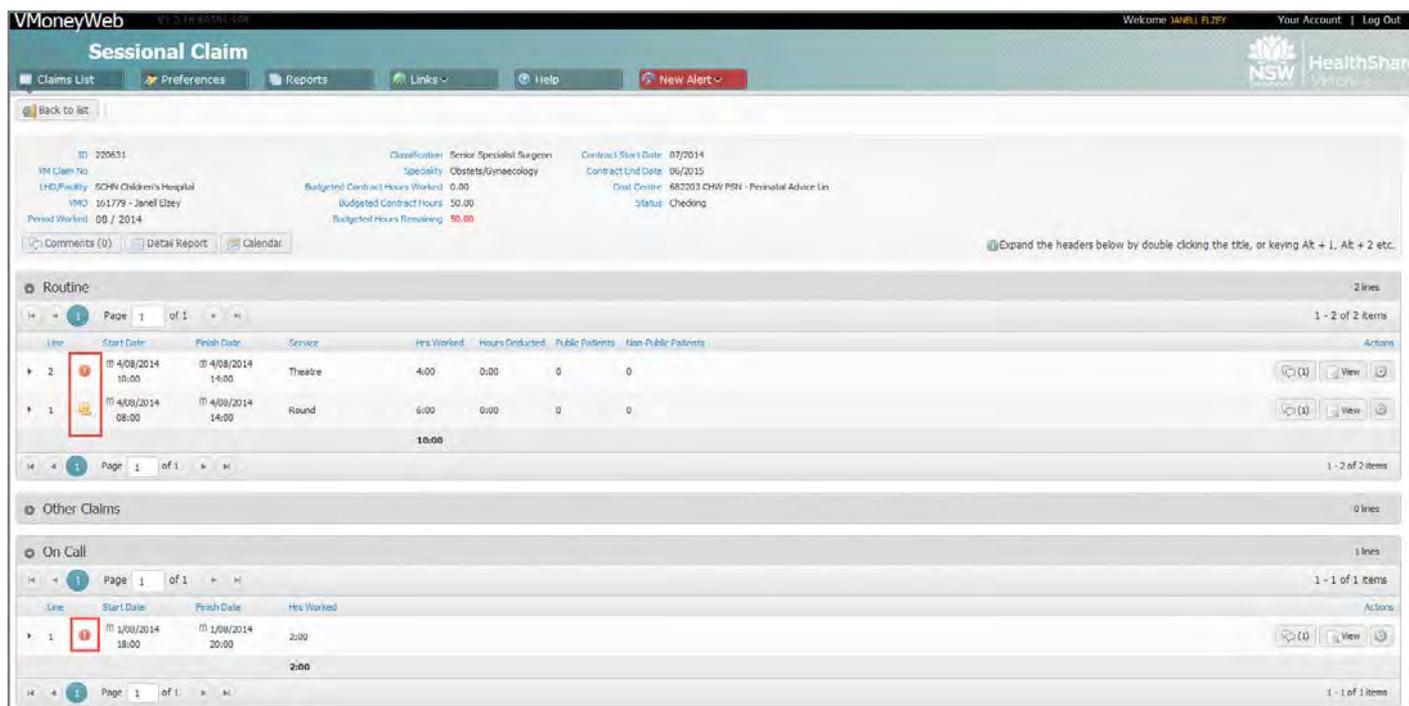
- Routine 0 lines Add Adjustment Line
- Other Claims 0 lines Add Adjustment Line
- On Call 3 lines Add Adjustment Line**
- Expand On Call 2 lines Add Adjustment Line

2. Select the Claim line required to view

Step 2: Identify Line as Modified or Rejected

Paid claims that have been either modified or rejected by the checker can be easily identified within the Claim Form from the following icons:

	Rejected/reversed Line – symbolises that the checker has rejected the claim line and you will not be paid for the claim line unless modified and resubmitted
	Modified line – symbolises that the checker has amended the claim (e.g. if too many or too few hours were originally claimed)



The screenshot shows the VMoneyWeb interface for a Sessional Claim. The main table displays the following data:

Line	Start Date	Finish Date	Service	Hrs Worked	Hours Deducted	Public Patients	Non Public Patients
2	4/08/2014 10:00	4/08/2014 14:00	Theatre	4.00	0.00	0	0
1	4/08/2014 08:00	4/08/2014 14:00	Round	6.00	0.00	0	0
				10.00			

Below the main table, there is an 'On Call' section with one line:

Line	Start Date	Finish Date	Hrs Worked
1	1/08/2014 18:00	1/08/2014 20:00	2.00

3. Expand the line to view further details



The expanded view for Line 2 shows the following details:

- Status:** Rejected
- Comments:** Comments added by the Checker. Checker: 15081 - 16/08/2014 11:04:51 line and date are inaccurate please update and resend
- Line:** 2
- Cost Centre:** 682203 CHW PSN - Perinatal Advice Lin
- Hrs Worked:** 4.00
- Hours Deducted:** 0.00
- Service:** Theatre
- Public Patients:** 0
- Non-Public Patients:** 0

Above example shows line rejected by checker. To the right, shows comments added by checker as a way of communicating to the VMO.

The following actions can be taken:

- Modify the claim line by amending the details
- Resubmitting a rejected line
- Add an adjustment line to the current period for a paid claim

Step 3: Modify a Paid Claim Line

This process involves modifying a PAID claim whereby the checker has commented for you to revise.

VMoneyWeb
Welcome TAMARA WILLEY | Your Account | Log Out

Claims List

Choose Assignment
Click on one entry from each column to progressively narrow the claims list.

VMO Name (Code)	Facility	Claim Type
o	o Area Health Service	o Sessional
o	o Children's Hospital	
o	o Sydney Children's Hospital	
o	o Treadan, Customary	

Status	Period Worked	Period Processed	Processed Claim ID	Date Created	Last Updated	Actions
Entered	Tama Willey Sydney Children's Hospital 2014-11			2014-11-19	2014-11-19	View Claim
Paid	Tama Willey Sydney Children's Hospital 2014-04	2014-05-01	1143504	2014-05-19	2014-08-19	View Claim
Paid	Tama Willey Children's Hospital 2014-04	2014-05-01	1143524	2014-05-08	2014-08-19	View Claim

1. Create a new claim for the current month to claim for the adjustment
2. Go back to the claims list and view the paid claim where the modification is required

VMoneyWeb
Welcome TAMARA WILLEY | Your Account | Log Out

Sessional Claim

Back to list

ID: VM Claim No LHD/Facility VMO
SCHN Sydney Children's Hospital

Classification: Senior Specialist Non Surgeon
Specialty: Paediatrics

Contract Start Date: No subcontracts cover this period worked.
Contract End Date:

Budgeted Contract Hours Worked: 0.00
Budgeted Contract Hours: 0.00
Budgeted Hours Remaining: 0.00

Cost Centre: 153168 SCH Respiratory
Status: Paid

Period Worked: 04 / 2014

Comments (0) | Detail Report | RCTI | Calendar

Expand the headers below by double clicking the title, or keying Alt + 1, Alt + 2 etc.

Routine

5 lines | Add Adjustment Line

Line	Start Date	Finish Date	Service	Hrs Worked	Hours Deducted	Hrs Payable	Public Patients	Non-Public Patients	Actions
5	30/04/2014 08:00	30/04/2014 12:00	Round	4:00	0:00	4:00	0		View
4	23/04/2014 08:00	23/04/2014 12:00	Round	4:00	0:00	4:00	0		View
3	16/04/2014 08:00	16/04/2014 12:00	Round	4:00	0:00	4:00	0		View
2	9/04/2014 08:00	9/04/2014 12:00	Round	4:00	0:00	4:00	0		View
1	2/04/2014 08:00	2/04/2014 12:00	Round	4:00	0:00	4:00	0		View

3. Go to the claim line in question and click  the create adjustment line button

New Claim Line

Find the Open (Entered) claim that you want to insert the new adjustment line into. If the period you want doesn't appear, ensure that you have created claim for that period.

ID	Period Worked	Create Adjustment Line
221291	11 / 2014	Create Line

Click here

A popup window appears, select the newly opened claim for the current period to add the adjustment line.

New Claim Line

Service: Round

Start Date: 30/04/2014

Start Time: 08:00

Finish Date: 30/04/2014

Finish Time: 12:00

Hours Deducted: 0:00

Hrs Worked: 4:00

Public Patients: 0

Non-Public Patients:

Comments:

Adding a patient below will recalculate this value.

Patients Seen: + Add Patient

Patient Type	Patient Id	MRN	AUID	Last Name	First Name(s)	Public Patient	Actions
No patients have been added.							

Close Save & Close

- Existing details of the claim line appear, modify the required fields
- Add comments in the comments field to communicate to the Checker why the claim has been adjusted
- Click the Save & Close button

ID: VM Claim No: LHD/Facility: SGHN Sydney Children's Hospital VMO

Classification: Senior Specialist Non Surgeon

Specialty: Paediatrics

Contract Start Date: No subcontracts cover this period worked.

Contract End Date:

Budgeted Contract Hours Worked: 0.00

Budgeted Contract Hours: 0.00

Budgeted Hours Remaining: 0.00

Cost Centre: 153168 SCH Respiratory

Status: Entered

Period Worked: 11 / 2014

Comments (1) Detail Report Calendar

Expand the headers below by double clicking the title, or keying Alt + 1, Alt + 2 etc.

Adjustments: 2 lines Add Adjustment

Line	Line Type	Adjustment Type	Start Date	Service	Hrs Worked	Item No	% Claimed	Claimed	Actions
1	Sessional Routine	Modification	30/04/2014 08:00	Sessional Routine	8:00				(1) Edit Delete

- Go to your newly created claim, expand the Adjustments section, you will find your modified line ready for resubmission

Step 3: Resubmit a rejected claim line

This process involves resubmitting a rejected line from previous paid claim. The line has been rejected by the Checker or Approver. You may wish to resubmit the rejected claim in the current claim period. You can only resubmit a rejected line from a PAID claim.

VMoneyWeb Claims List

Choose Assignment

Click on one entry from each column to progressively narrow the claims list:

VMO Name (Code) Facility Claim Type

Area Health Service
Children's Hospital
Sydney Children's Hospital
The Children's Hospital

Status	VMO Name (Code)	Facility	Period Worked	Period Processed	Processed Claim No	Date Created	List Updated	Actions
Entered	Tamworth Sydney Children's Hospital		2014-11			2014-11-18	2014-11-18	View Claim
Paid	Tamworth Sydney Children's Hospital		2014-04	2014-05-01	1143504	2014-05-19	2014-08-19	View Claim
Paid	Tamworth Children's Hospital		2014-04	2014-05-01	1143534	2014-05-08	2014-08-19	View Claim

1. Create a new claim for the current month to claim for the adjustment
2. Go back to the claims list and view the paid claim where the rejected line is shown

VM Claim No: LHD, Facility: SCHW Sydney Children's Hospital, VMO: WMO

Period Worked: 10 / 2014

Classification: Senior Specialist Non Surgeon, Speciality: Paediatrics, Contract Start Date: No subcontracts cover this period worked, Contract End Date: 153168 SCH Respiratory, Cost Centre: 153168 SCH Respiratory, Status: Paid

Budgeted Contract Hours Worked: 0.00, Budgeted Contract Hours: 0.00, Budgeted Hours Remaining: 0.00

Expand the headers below by double clicking the title, or keying Alt + 1, Alt + 2 etc.

Line	Start Date	Finish Date	Service	Hrs Worked	Hours Deducted	Public Patients	Non-Public Patients	Actions
3	3/10/2014 09:00	3/10/2014 15:00	Outpatient	6:00	0:00	0	0	View
2	6/10/2014 09:00	6/10/2014 12:00	Outpatient	3:00	0:00	0	0	View
1	2/10/2014 09:00	2/10/2014 15:00	Outpatient	6:00	0:00	0	0	View

3. Go to the claim line in question and click  the create adjustment line button

Find the Open (Entered) claim that you want to insert the new adjustment line into. If the period you want doesn't appear, ensure that you have created claim for that period.

ID	Period Worked	Actions
221291	11 / 2014	Create Line

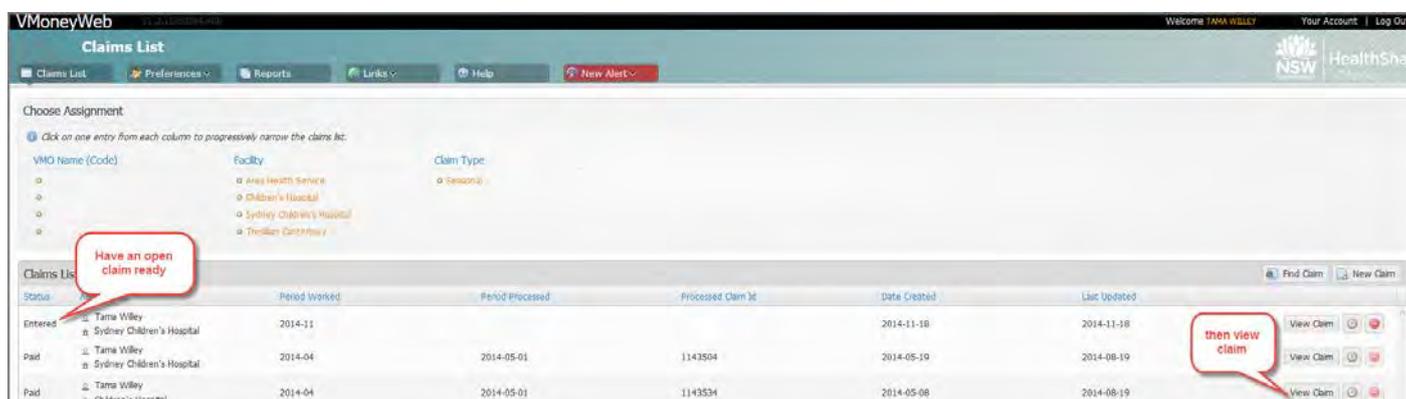
4. A popup window appears, select the newly opened claim for the current period to add the rejected line

Adjustments								2 lines	Add Adjustment
Line	Line Type	Adjustment Type	Start Date	Service	Hrs Worked	Item No	% Claimed	Claimed	Actions
2	Sessional Routine	Modification	30/04/2014 08:00		8:00				(1) Edit
1	Sessional Routine	Reversal	30/04/2014 08:00		-4:00				(1) View

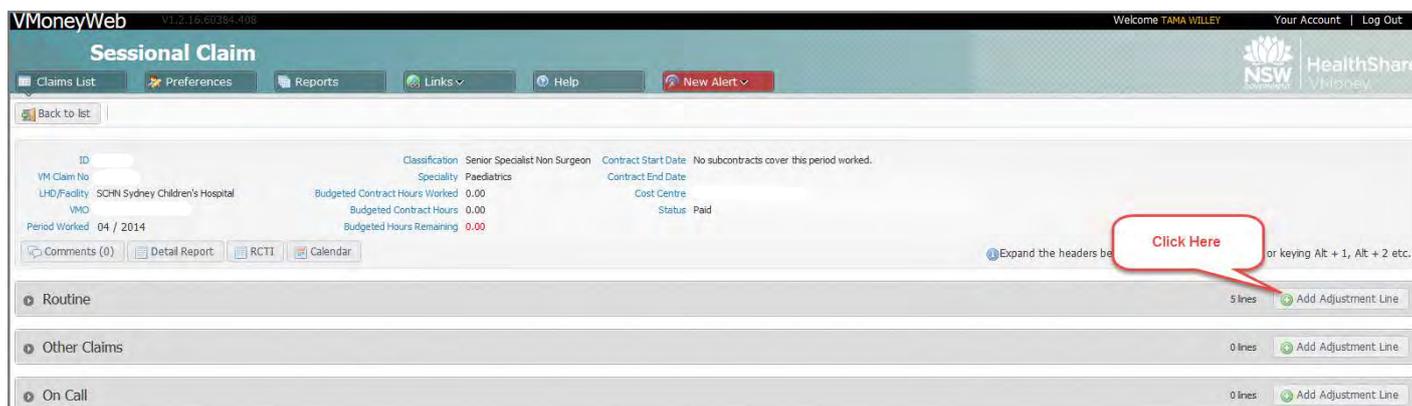
- Go to your newly created claim, expand the Adjustments section, you will find your rejected line ready for resubmission

Step 3: Add a new Adjustment Line

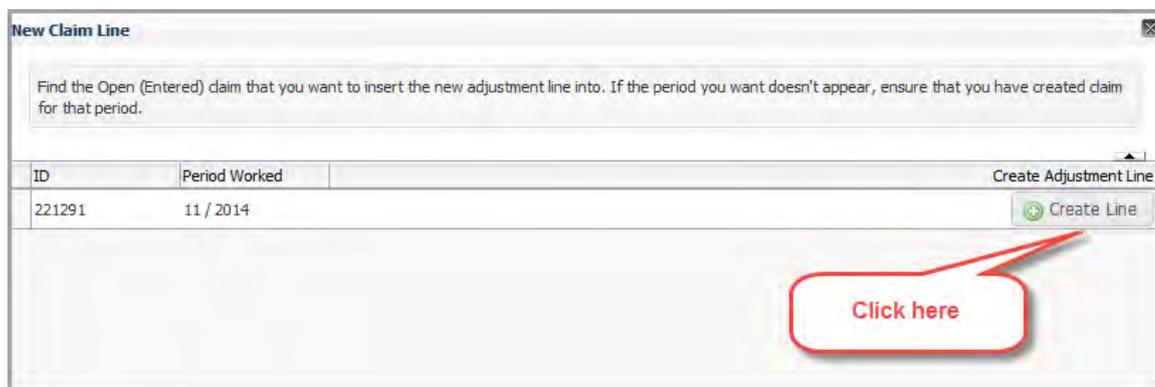
This process involves adding a newly created line for a previous pay period in the current month claim. You may choose to use this option to enter a claim line that you missed in entering in previous claim.



1. Create a new claim for the current month to claim for the 'added' adjustment
2. Go back to the claims list and view the previous paid claim



3. From the previous paid claim, navigate to the claim type you would like to enter and click the Adjustment line button



4. A popup window appears, select the newly opened claim for the current period to add the rejected line

New Claim Line

Service: Theatre

Comments: y in theatre for public patients seen

Start Date: 30/04/2014

Start Time: 09:00

Finish Date: 30/04/2014

Finish Time: 15:00

Hours Deducted: 0:00

Hrs Worked: 6:00

Public Patients: 5

Non-Public Patients: 0

Adding a patient below will recalculate this value.

Patients Seen + Add Patient

Patient Type	Patient Id	MRN	AUID	Last Name	First Name(s)	Public Patient	Actions
No patients have been added.							

Close Save & Close Save & Duplicate Save & New

5. A popup window appears, add new claim line details
6. Add comments in the comments field to communicate to the Checker why this line has been added
7. Click the Save & Close button

Adjustments 3 lines Add Adjustment

Page 1 of 1 1 - 3 of 3 items

Line	Line Type	Adjustment Type	Start Date	Service	Hrs Worked	Item No	% Claimed	Claimed	Actions
3	Sessional Routine	Addition	30/04/2014 09:00		6:00		100		(1) Edit
2	Sessional Routine	Modification	30/04/2014 08:00		8:00				(1) Edit
1	Sessional Routine	Reversal	30/04/2014 08:00		-4:00				(1) View

Page 1 of 1 1 - 3 of 3 items

8. Go to your newly created claim, expand the Adjustments section, you will find your adjustment line showing as an 'Addition' to the claim.