



FACT SHEET

VMoney Web Information for VMOs'UbX'J 8 Cg

Updated 11 August 2016

What is VMoney Web?

VMoney Web (VMoney) is an internet (web) based system which enables Visiting Medical Officers (VMOs) and Visiting Dental Officers (VDOs) to submit claims for payment online. VMoney is available for sessional and fee for service (FFS) VMOs/VDOs and replaces the current paper-based payment system. VMoney will be used throughout NSW Health to process VMO/VDO payments.

The paper-based system will gradually be phased out as VMOs/VDOs are transferred onto VMoney.

Why are we changing to VMoney?

VMoney enables VMOs/VDOs or their delegates (such as business/ administration managers) to log hours, duties, and procedures undertaken so that appropriate payment can be made.

VMoney will improve the ability to monitor the status of claims and track payments made to VMOs/VDOs.

How do I access VMoney?

VMOs and their delegates will all need to have an individual StaffLink user name (staff identification number).

- *If a VMO/VDO or their delegates does not have a user name, they will need to contact HealthShare to obtain access to Staff Link*
- *Staff Services will issue all VMOs and their delegates with their Staff Link user name (staff identification number)*
- *Passwords can be obtained from the State Wide Service Desk.*

VMOs/VDOs and their delegates will need this user name (staff identification number) to register to use VMoney. Once registered, access to VMoney will be via the VMO page on the SCHN intranet.

How often do I need to submit claims?

VMOs/VDOs (or their delegates) will submit one claim per facility per month.

Claims submitted for different SCHN cost centres will be checked and approved by appropriately authorised staff of these cost centres (such as Business Managers, Department Heads and Program Chairs).

Will there be a change in the approvals process?

Checking and approving a VMO/VDO claim for payment is still required, however the process will be online and not paper-based. Business rules have been built into the system to highlight claim errors and facilitate prioritisation so that payment can be made.

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Who can enter and submit claims?	A VMO/VDO or their nominated delegate will be able to create and enter claims into the VMoney Web application. The Sydney Children's Hospitals Network (SCHN) staff cannot enter claims via VMoney Web on behalf of a VMO.
What if I work at different Hospitals?	VMoney is able to accommodate various work arrangements. If you work: <ul style="list-style-type: none">- Across multiple specialities or departments,- Across the Network for SCH and CHW, or- At any other NSW Public Hospital, You will still be able to lodge online claims.
What if I have received training from another LHD?	If you have already received training from another Local Health District or Specialty Network, please contact the SCHN Web Administrator who will create a SCHN account for you.
How does this affect me if I am a VMO/VDO and a Department Head?	Department Heads/Managers with dual roles will need to register separately as a VMO/VDO and as a Department Head. When working in your role of VMO/VDO, you will access VMoney Web via the INTERNET using your StaffLink number, secure access/VeriSign credentials and VMoney Web password. You will enter your claim for hours and the "approver" for your claim for payment will be the Clinical Program Director. When in your VMO/VDO role, you are considered to be an external user , and your set up is via Health Share Service Centre . When working in your role as Department Head, you access VMoney Claims Management via the INTRANET using your StaffLink number and VMoney Claims Management password. You will check/review claims for VMOs/VDOs against the cost centres for which you have delegation. The Clinical Program Director will still be the final approver for that particular department. In your capacity as a Department Head, you are considered to be an internal user , and your set up is via the SCHN VMoney Web Administrator .
What if I need more information?	For further information about the VMoney Web contact: SCHN VMoney Web Administrator: sharon.pal@health.nsw.gov.au or Telephone: (02) 9845 3538. For system support: VMoney Web Hotline: 1300 88 39 62 Email: vmoneyweb@hss.health.nsw.gov.au For technical support and/or passwords: IT State-wide Services Desk : 1300 28 55 33
