

## **MSP Billing for Acupuncturists Instructions for Registering with MSP and other Frequently Asked Questions**

### **How do I register with the Health Insurance BC Medical Services Plan?**

Approximately the first week of March, MSP will provide a registration form on their website for Acupuncturists. That form, and all the other necessary forms are on this website as well.

### **針灸醫生 MSP 收款 MSP 登記指南及其它常見問題**

#### **我應當如何登記加入卑詩省健康保險醫療服務計劃？**

大約在3月份的第一個星期，MSP將在其網站上為針灸醫生提供登記表格。登記表及其它所有必要的表格均在該網站上。

#### **What Forms will I have to complete for registration?**

You will need to complete an MSP Practitioner Registration Form. Other required forms include an Application for Teleplan Service and in some cases, a Direct Bank Deposit Payment form. These forms will be explained in the following paragraphs and you will be able to print those forms from this website.

#### **登記時我應當填寫哪些表格？**

您需要填寫一張MSP執業醫師登記表。其他要求填寫的表格包括「Teleplan服務申請表」，在某些情況下，還需要填寫「直接銀行存款支付表」。下列段落中將對這些表格加以說明，您可以在該網站上列印出這些表格。

#### **What credentials and information will I need to register with MSP?**

You are required to register with MSP in order to be assigned an MSP practitioner/payment number making you eligible for submitting claims and receiving payment for your services. Only those who are licensed to practice in British Columbia with your association or governing body are eligible. It is important to note that only practitioners who are in good standing with the College of Traditional Chinese Medicine Practitioners will be able to register with MSP.

#### **在登記加入MSP時我需要提供哪些資格證書及資訊？**

您必須登記加入MSP，以便獲得MSP執業醫師/付款編號，這樣您才有資格提出收款申請，收到您所提供服務的付款。只有那些得到所屬協會或主管機構批准能在卑詩省從業的醫師方可登記加入。需要注意的是，只有那些在中醫學院擁有良好記錄的人員方可登記加入MSP。

### **Step One - The MSP Registration Form**

To register with MSP, you will need to complete the registration form beginning with your contact information including name, address, postal code, and phone numbers. You will need to provide your gender, date of birth and citizenship. Professional information will also be required, including date of registration with your association and your registration number, the school or institution where you received your training, and your date of graduation. You will need to confirm whether you have a full or temporary license to practice.

In one to two weeks after receiving the form, MSP will mail your payee number and an information package to you.

To apply for your MSP Payee number, please complete the following form and fax it to MSP at (250) 405-3592

Click on this link to view and print the practitioner registration form.

[Health Insurance BC Practitioner Registration Form Link](#)

### **第1步 - MSP 登記表**

在登記MSP時，您首先需要填寫聯繫資訊，包括姓名、住址、郵編及電話號碼。您還必須填寫您的性別、出生日期及國籍。另外還需要填寫職業資訊，包括登記加入協會的日期及登記編號，您接受專業培訓的學校或機構，畢業時間。您需要確認是擁有行醫正式執照或臨時執照。

在收到登記表一週或兩週內，MSP會將收款人編號及資訊包寄送給您。

若想申請您的MSP收款人編號，請填寫下列表格並傳真至MSP，傳真號為 (250) 405-3592。

點擊此鏈結即可查看並列印執業醫師登記表。

卑詩省健康保險執業醫師登記表鏈結

## Step 2 – Billing Software and Services

You will need to decide how you want to submit claims to MSP. One method is by using the paper based card system that MSP provides. A more efficient method is by using software, either internet based such as MediClaim, or software installed on your computer. Since this is the MediClaim website, we hope that you will choose our method.

When you use MediClaim, you can bill from any computer, at any time, as long as it has an internet connection and a web browser. You log on to the billing program the same as you would with your bank, or other internet based services. All your patient and claim information is stored for you and can be summoned whenever you require. Entering claims is quick and easy, simply by entering the patient information, the date you treated the patient, and a diagnostic code, which will be explained later in this document. You only need to enter the patient's personal information once, as it is then stored for you and can be recalled whenever you submit a claim for that patient again.

MediClaim is the most economical way to submit claims to MSP. The fee for acupuncturists is \$15.00 per month.

To register with MediClaim, you must complete the following form and fax it to MediClaim at (604) 929-3256. If you do not have an MSP Payee number yet, you can complete the form and advise us when you get your payee number.

Click on this link to view and print the MediClaim registration form.

MediClaim Registration Form Link

## 第2步 – 收款軟體及服務

您必須確定向MSP提交收款申請的方式。一種方式是使用MSP提供的紙卡片系統。另一種更為高效的方式是使用軟體，可使用基於網際網路的MediClaim，也可使用安裝在您電腦內的軟體。因為這是MediClaim的網站，所以我們希望您會選擇我們的方式。

當您使用MediClaim時，只要有網際網路連接及網路瀏覽器，您就能夠隨時從任何一台電腦上收款。您可像登錄銀行或其他網際網路服務一樣地登錄收款程式。網上保存有您所有的病人及收款資訊，需要時可隨時調用。輸入收款申請快捷方便，只需輸入病人資訊、您為患者進行治療的日期及診斷代碼（這點將在本文件隨後的內容中加以說明）。您只需輸入病人的個人資訊一次，該資訊會保存下來，下次再提出針對該病人的收款申請時即可調用該資訊。

MediClaim 是向MSP提交收款申請最經濟的方式。針灸醫生每月為此只需支付15元的費用。

在登記使用MediClaim時，您必須填寫下列表格，並傳真至MediClaim，傳真號為(604) 929-3256。如果您還沒有MSP收款人編號，您可填寫表格，並在獲得收款人編號時通知我們。

點擊此鏈結即可查看並列印MediClaim登記表。

MediClaim 登記表鏈結

## Step 4 - Application for Teleplan Service

**This form may not be completed until your registration with MSP has been processed and you have received an MSP practitioner/payee number.**

The application for Teleplan Service assigns your MSP payee number to a Data Centre number. A Data Centre is recognized by MSP as the physical location of your patient and claim information – your own computer if you've purchased software for submitting claims to MSP, or in our case, the MediClaim Data Centre number for those who choose to use our service. By associating your payee number with a data centre number, MSP is able to validate the authenticity of your claims and securely pass patient and claim data to and from the practitioner.

Use the following Teleplan Service Form only if you are also registering with MediClaim. If you are registering with MediClaim, you only need to put your name, address, phone number and payee number at the top of the form, and sign and date it at the bottom. The rest of this form is completed for you. Fax a copy of this form to MSP at (250) 405-3592 and a copy to MediClaim at (604) 929-3256. It does not require a cover letter.

Click on this link to view and print the Application for Teleplan Service Form.

Application for Teleplan Service Form Link

#### **第4步 – 申請 Teleplan 服務**

當您在 MSP 的登記已得到處理且收到MSP執業醫師/收款人編號後，方可填寫此表格。

申請Teleplan服務時，將為您的MSP收款人編號指定一個「資料中心」號。MSP將「資料中心」作為病人及收款申請資訊的具體地點—如果您已購買了向MSP提交收款申請的軟體，該具體地點即是您的電腦，對於我們而言，則是那些選擇使用我們服務的人員的MediClaim「資料中心」號。在您的收款人編號與資料中心號建立關聯後，MSP就能夠驗證您所提交收款申請的真實性，並安全地向執業醫師傳送病人及收款申請資料。

只有當您也要在MediClaim登記時方可使用下列Teleplan服務表。如果您要在MediClaim登記，則只需在表格頂端填寫您的姓名、地址、電話號碼和收款人編號，在表格底部簽名並註明日期即可，表格其餘內容可自動為您完成。將該表格影印件傳真到MSP（號碼為(250) 405-3592）及MediClaim（號碼為(604) 929-3256）。該表格不需要附信。

點擊此鏈結即可查看並列印Teleplan服務申請表。

Teleplan 服務申請表鏈結

#### **Direct Bank Deposit Payment**

This form gives MSP permission to deposit payments directly to your bank account, eliminating the need for mailing payment cheques to practitioners. This is an arrangement between the practitioner and Health Insurance BC, Medical Services Plan, and does not involve MediClaim or any other service you use to submit your claims. If you wish to have MSP transfer payments directly to your bank account, complete this form and fax it to MSP at (250) 405-3592.

Click on this link to view and print the Direct Bank Deposit Form

Direct Bank Deposit Form

#### **直接銀行存款支付**

該表允許MSP直接將款項存入您的銀行帳戶，即無須將付款支票寄給執業醫師。這是針對執業醫師與卑詩省健康保險，醫療服務計劃之間的一項特別安排，不涉及MediClaim或您用於提交收款申請的其它服務。如果希望MSP直接將款項轉入您的銀行帳戶，則應填寫該表格並傳真至MSP，傳真號為(250) 405-3592。

點擊此鏈結即可查看並列印直接銀行存款支付表

直接銀行存款支付表

### **How much will I be paid for my services?**

MSP has authorized a fixed rate for services from numerous supplementary service providers, which include acupuncturists, chiropractors, massage therapists and physiotherapists. That rate will be \$23.00 per service.

### **我所提供的服務可獲得多少錢？**

MSP為各附加服務提供者（包括針灸醫生、脊柱按摩治療醫生、按摩醫生及理療醫生）制定了固定服務收費標準。每項服務的收費為23元。

### **Who qualifies for Acupuncture under MSP Benefits?**

MSP will only pay for Acupuncture for patients on MSP Premium Assistance. To qualify for Premium Assistance, family income for the patient must be less than \$28,000.00 per year.

### **哪些人有資格享受MSP福利計劃的針灸治療？**

MSP只為那些享受MSP優惠補助的病人支付針灸費用。要享受優惠補助，病人家庭的年收入必須在28,000元以下。

### **How will I know if a patient qualifies for Acupuncture Services paid by MSP?**

MSP has an automated phone system for confirming patient eligibility.

Local - (604) 669-6667

Long Distance – 1(800) 742-6165

You must have the patient's personal health number and date of birth, and date of treatment by the practitioner when making the call.

### **我如何知道病人是否有資格享受由MSP付款的針灸治療服務？**

MSP 有自動電話系統確認病人是否有資格享受服務。

本地 - (604) 669-6667

長途 – 1(800) 742-6165

打電話時您必須有病人的個人醫療號、出生日期及治療日期。

### **Is there a limit to the number of services MSP will pay for?**

MSP will pay for a maximum of 10 visits per patient, per year for supplemental benefit treatments, whether it's for acupuncture, massage therapy, chiropractic or physiotherapy, or a combination of these treatments.

### **MSP付款的服務次數是否有所限制？**

無論是針灸、按摩、脊柱推拿、物理治療或綜合療法，MSP每年最多只會為每位病人的補充福利性治療支付10次費用。

### **What patient and treatment information will I need to submit a claim?**

You will need the basic patient data as it appears on the patient's health care card – patient's name, date of birth, sex, province of residence & personal health number. For the claim information, you will need the date you treated the patient, and a fee code that applies an amount for the service provided. The fee code for acupuncture is 0142 and is automatically entered for you when you use MediClaim.

You will also need a diagnostic code describing the condition you are treating for the patient. MSP will provide you with some recommended diagnostic codes in your registration package, and MediClaim will also post recommended codes on this website next month.

### **在提交收款申請時，我需要提供哪些病人及治療的資訊？**

您需要提供病人健康醫療卡上的基本資料—病人的姓名、出生日期、性別、居住省份及個人醫療號。關於申請收款資訊，您需要提供治療日期、收費代碼（所提供服務的相應付款金額）。針灸的收費代碼為0142，使用MediClaim時該代碼會自動輸入。

您還需要說明治療患者病症的診斷代碼。MSP將在您的登記資料中提供一些建議的診斷代碼，MediClaim也會在下月在本網站上公佈建議的代碼。

### **How can I learn how to submit claims?**

MSP is discussing the possibility of holding billing seminars for Acupuncturists, and they will announce any training sessions they decide to offer.

Billing service providers will help you learn how to submit your claims. Our company, MediClaim is one such provider and we provide complete training and support for submitting claims to MSP.

### **我如何學習提交收款申請的方法？**

MSP正在探討舉辦針灸醫生收款研討會的可能性，他們會宣佈將提供的培訓課程。

收款服務提供商將幫助您瞭解提交收款申請的方法。我們MediClaim公司即是這樣的一家服務提供商，我們提供有關如何向MSP提交收款申請的全面培訓與支援。

### **Will I be able to get support or information from MSP in my language?**

The official language of business at MSP is and will remain English only.

### **MSP是否能夠以我的語言提供支援與資訊？**

英語是MSP業務所使用的唯一官方語言。

### **Other Important Information**

MSP Billing Support (604) 456-6950  
MSP Fax (for practitioner forms) (604) 405-3592  
MediClaim MSP Billing (604) 473-0046 ext. 1  
MediClaim Fax (604) 929-3256  
MediClaim Email – [phoenixmedical@telus.net](mailto:phoenixmedical@telus.net)

### **其他重要資訊**

MSP收款支援(604) 456-6950  
MSP傳真（用於執業醫師表格）(604) 405-3592  
MediClaimMSP收款(604) 473-0046 分機號 1  
MediClaim傳真(604) 929-3256  
MediClaim電子郵件 – [phoenixmedical@telus.net](mailto:phoenixmedical@telus.net)