Billing set-up for first-time users

Eight steps from no account to your first submitted claim. Do them in order.

PAGE 1 · STEPS 1–2

Get on the Ministry systems

BEFORE YOU START Every provider needs their own Go Secure account. Clinic managers who submit on behalf of providers need one too.

1 Create a Go Secure account

ebse.health.gov.on.ca

Go Secure is the Ministry portal that manages your billing claim permissions.

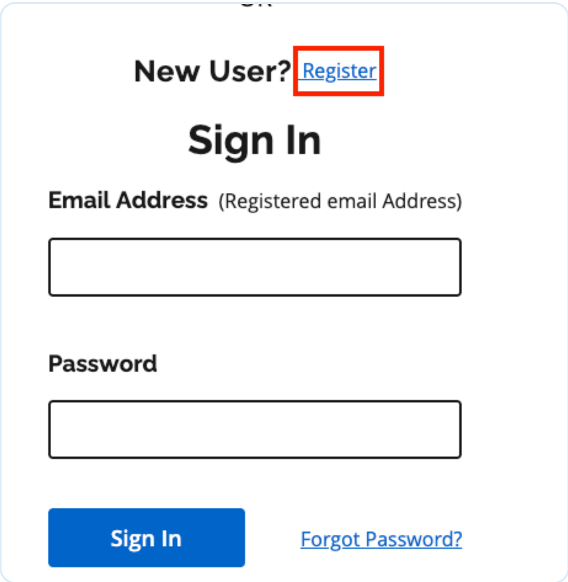
01 Click **New User? Register**

02 Enter your details, email and password

03 Accept the terms and Register

04 Sign in, submit the emailed one-time PIN

Already have an account? Use **Forgot Password**. If the ID is lost too, call the Ministry billing desk.



2 Enrol in MCEDT PROVIDERS ONLY

MCEDT is what lets Avaros upload and download your claims. Enrol from inside Go Secure once your account is live.

01 Sign back in and choose **New Service User Enrolment**

02 Enter the two **Unique ID #s** the Ministry emailed you

03 Click **Accept** on the terms of use

The Unique ID email arrives separately and can take up to 24 hours.

STUCK ON THE MINISTRY SIDE

Ministry billing desk **1-800-262-6524** — for lost Go Secure IDs and missing Unique ID emails.

GROUP BILLING?

A group number keeps reports to one location and pays one bank account. Register on the MOH site first.

Connect the clinic to Avaros

AVAROS

3 Designate the clinic account

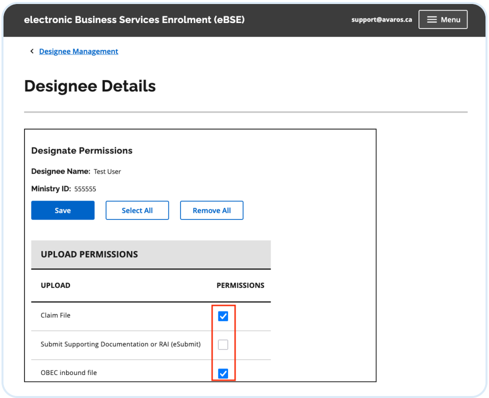
SKIP IF EACH PROVIDER SUBMITS ALONE

To submit every provider's billing from one Avaros account, each doctor designates the clinic's Go Secure account.

DOCTOR · ADD
Designee Maintenance › Add Designees › name and email › Save

CLINIC · ACCEPT
Open the OPS BPS Secure email, sign in, accept the designation

DOCTOR · AUTHORIZE
Designee's email › **MCEDT Service (Upload/Download)** › tick all reports › Save

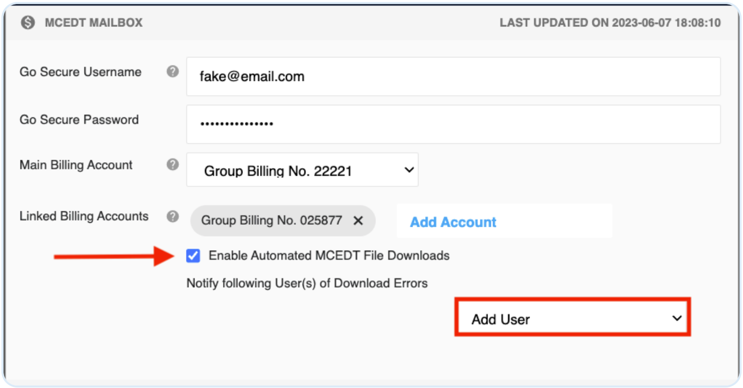


Hit "An unexpected error has occurred"? Use the browser back button.

4 Enter your Go Secure credentials in Avaros

OPTIONAL

Administration › Billing › **Manage Go Secure**

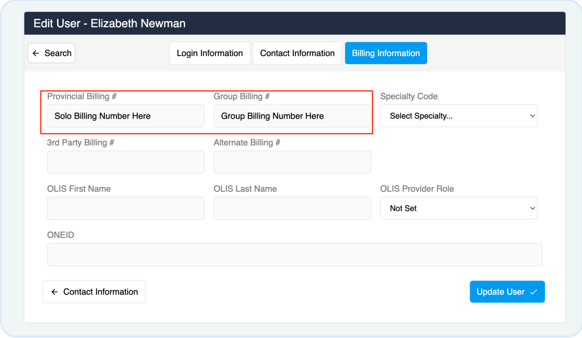


Add the clinic's Go Secure username and password, the main billing account and each linked provider. Turn on **Enable Automated MCEDT File Downloads**, choose who gets notified of download errors, then **Update**.

Optional, but it automates the file exchange: claims upload to MCEDT and MOH files download into View MOH Files on their own. Leave it off and you upload and download manually each cycle.

5 Add each provider's billing number

Administration › User Management › **Manage Users** › provider › Billing Information



Provincial Billing # is the provider's individual 6-digit OHIP number and is always required. Add the **Group Billing #** as well when billing under a group — enter both.

Billing both ways? Create two profiles, with the group number in brackets after the last name.

Set up how you invoice

Locations, private codes and the defaults that fill in every claim for you.

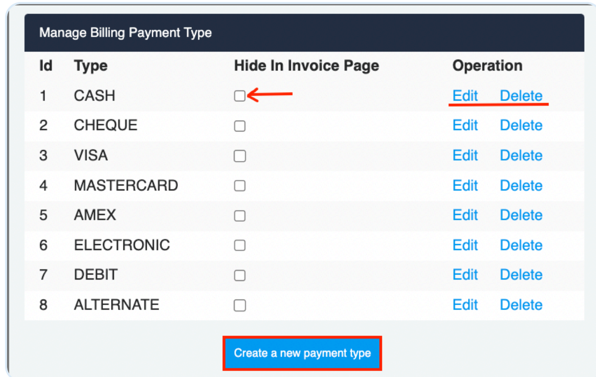
AVAROS

6 Set up your payment types

Administration › Billing › **Manage Payment Types**

These are the ways a patient can pay a third-party invoice. Add each one your clinic accepts, edit or delete them later, and tick whether it shows on the invoice page — they then appear when you mark a third-party invoice paid.

Same menu, **Add Billing Location**, if you bill from a hospital or facility: a 4-digit code plus a description, and it joins the Location drop-down.



Manage Billing Payment Type

Id	Type	Hide In Invoice Page	Operation
1	CASH	☐	Edit Delete
2	CHEQUE	☐	Edit Delete
3	VISA	☐	Edit Delete
4	MASTERCARD	☐	Edit Delete
5	AMEX	☐	Edit Delete
6	ELECTRONIC	☐	Edit Delete
7	DEBIT	☐	Edit Delete
8	ALTERNATE	☐	Edit Delete

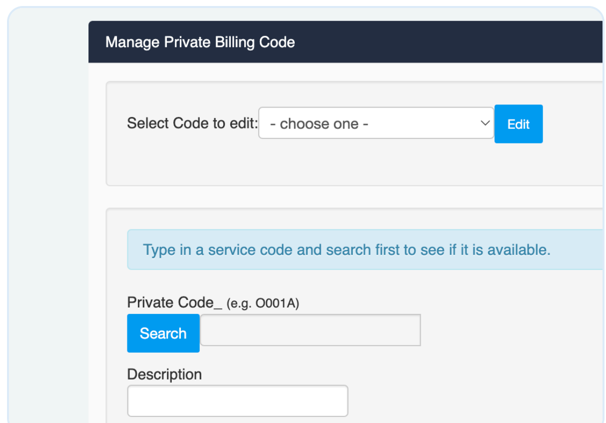
Create a new payment type

7 Create your private billing codes

THIRD-PARTY BILLING ONLY

Administration › Billing › **Manage Private Billing Code** › type a code name › Search › fill in description and fee › Save

You must hit **Search** first — that is what confirms the code name is new and unlocks the details fields.



8 Set your invoice defaults and billing forms

open any invoice → gear icon, top right

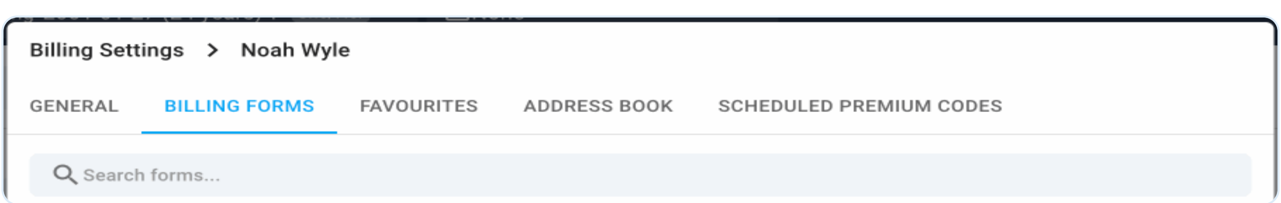
GENERAL
Default billing type, visit type, location and SLI code — changeable on any invoice

BILLING FORMS
New Billing Form › name it › add codes to columns › Update

FAVOURITES
Saved code combinations, with units, for services you bill often

ADDRESS BOOK
Bill-To and Remit-To addresses, applied at Save & Print

SCHEDULED PREMIUM CODES
Day and time rules that auto-apply after-hours and weekend premiums



A column needs at least one code before you can name it. Premium code rules apply clinic-wide to every provider.