



How to batch upload using Accuro/QHR Technologies

2020 Saskatchewan Workers' Compensation Board



Accuro/QHR Technologies Batch Invoice Submission

Batch uploading allows care providers who use Accuro/QHR or Complete Billing Systems (CBS) to submit invoices to the Saskatchewan Workers' Compensation Board (WCB) online, rather than printing the invoices and faxing.

By submitting WCB invoices online, they will be processed through an automatic payment process. This means your invoices will be paid sooner than if you fax or email them to us. You will still need to submit your reports as usual.

All care providers need a WCB online account with a unique email address. Once a WCB online account is created for each care provider, the billing clerk will need to request agent access from each care provider.

CREATING A WCB ONLINE ACCOUNT

To create a WCB online account, visit myaccount.wcbsask.com/online-services. Click “Create Account”.

If you need help, instructions on how to create an account are on the left-hand side of the page.

WCB Saskatchewan Workers' Compensation Board

Contact Us Search...

Employers Injured Workers Health Care Providers Clinics

Access your Online Account

Email Address

Password

[Forgot my password](#)

By signing in, you agree to the disclaimer and privacy policy.

[Sign In](#)

Benefits of a WCB Online Account

- ✓ Submit forms and invoices
- ✓ Edit saved and review previously submitted forms and invoices
- ✓ View claim information

[Create Account](#)

Report an Injury

Reporting for Employer

Reporting for Worker

Create Online Account

Forgot Password

New Business Registration

Account Closure/Sale Form

Business

Amalgamation/Restructure

Business Ownership Change

Submit Employer's Payroll
Statement

Revise Payroll Estimate

Pay Employer Premiums

Worker Appeals

Employer Appeals

Help

Help Documentation

Create Online Account Instructions

Create Online Account

1 Disclaimer

2 Account Type

3 Account Info

4 Contact Info

Important Information

- A working email address is required to complete registration. This email address will be your user id.
- The email address and password allow you to sign in to your WCB Online Account.
- WCB may use your email address to communicate directly with you regarding matters related to employer services, or the WCB may use outside communications agents for this purpose, but the WCB will not release your email address for any other purpose to third parties without your written permission.
- If the WCB Online Account is not accessed for 18 months, the account will be deleted and it will be necessary to re-register.

Terms of Use

Welcome to WCB Online Services
By using our services you agree to our Terms and Conditions.
☐ I agree to the Terms and Conditions.

Next

GETTING SET UP IN ACCURO/QHR

- To bill using batch upload, you need eWCB set up as an insurer. To search for eWCB, go to "Manage insurers". If this is not already set up in Accuro, you will need to contact them to have it added.

Accuro EMR 2017.01 - Dr. [REDACTED]

	Daily Claims	Unsubmitted Claims	Not Reconciled	Remittances	Unmatched Remittances	Accounts Receivable		
	Provider	Patient Name	Patient Healt...	Date	Insurer	PCo...	Procedure	DCo...
				2020-Jan-24	MCIB	005B	Partial ass...	414
				2020-Jan-27	MCIB	020A	Report req...	250
				2020-Jan-27	eWCB	005B	Partial ass...	0
				2020-Jan-27	eWCB	0660	Progress f...	0
				2020-Jan-24	eWCB	005B	Partial ass...	0
				2020-Jan-24	eWCB	0660	Progress f...	0
				2020-Jan-27	MCIB	005B	Partial ass...	V25
				2020-Jan-27	eWCB	005B	Partial ass...	0
				2020-Jan-27	eWCB	0660	Progress f...	0
				2020-Jan-27	MCIB	005B	Partial ass...	0
				2020-Jan-23	eWCB	005B	Partial ass...	0
				2020-Jan-23	eWCB	0650	Initial report	0
				2020-Jan-27	eWCB	005B	Partial ass...	0
				2020-Jan-27	eWCB	0660	Progress f...	0

The insurer WCB does not come up in the unsubmitted claims tab; only eWCB does. The WCB insurer is only shown in the daily claims tab.

Change the insurer to eWCB (not the WCB) on all invoices you will be submitting through batch. Going forward, you will always select eWCB.

In addition, you will need to include the diagnosis codes for batch upload to go through.

2. You need to **update the billing options** for each provider. Add SK for the clinic number.

Accuro EMR 2017.01 - Dr. [redacted]

Provider Management
Office and Personal demographics for providers who are not part of your clinic. Forms, Letters, Labels and other features throughout Accuro will use the Office demographics for details. Personal demographics are for reference and can be viewed here any time.

Search [magnifying glass icon]

Last Name [text box] First Name [text box] Doctor # [text box]

Search Results [table with 1 row]

Office Demographics

Doctor # [text box]

Office Name: Office of Dr. [text box] Phone: (306) [text box] [text box]

Address: [text box] Alternate: [text box] [text box]

City: [text box] Fax: (306) [text box] [text box]

Postal Code: S [text box] SK [text box] Canada [text box] Long Distance [checkbox]

Email: [text box]

Provider Note [text area]

Last Updated: 2020-Jan-27 by [text box]

Buttons: Configure Update Provider Delete Provider Clear

Provider Wizard

Steps

1. Provider Details
2. Billing Options
3. Billing Options cont.
4. PIP Provider IDs
5. Edit Headers

Billing Options cont.

WCB Configuration

Provider WCB Number 00 [text box]

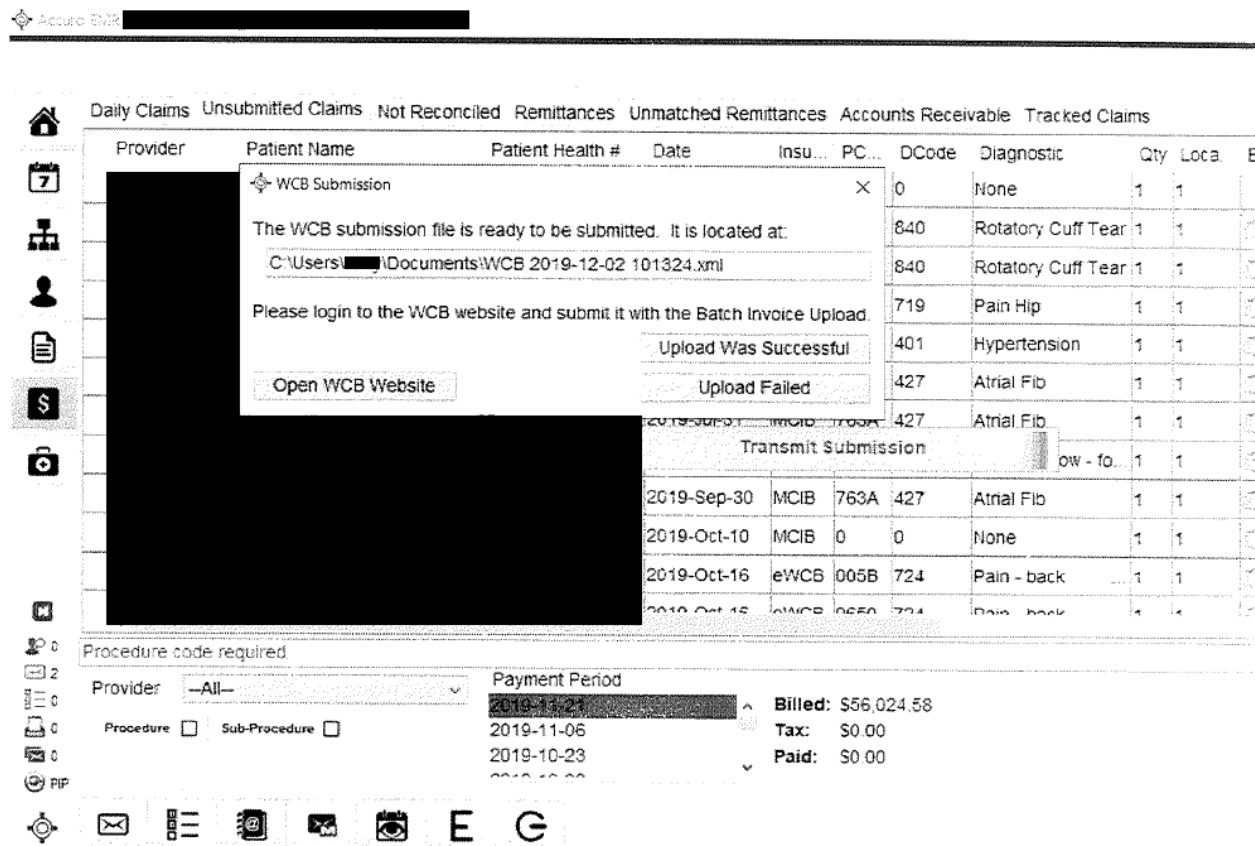
Provider WCB Type DOC - LICENSED PHYSICIANS [dropdown]

Clinic WCB Number 0000 [text box]

Clinic WCB Type SK [text box]

Buttons: < Prev Next > Finish Cancel

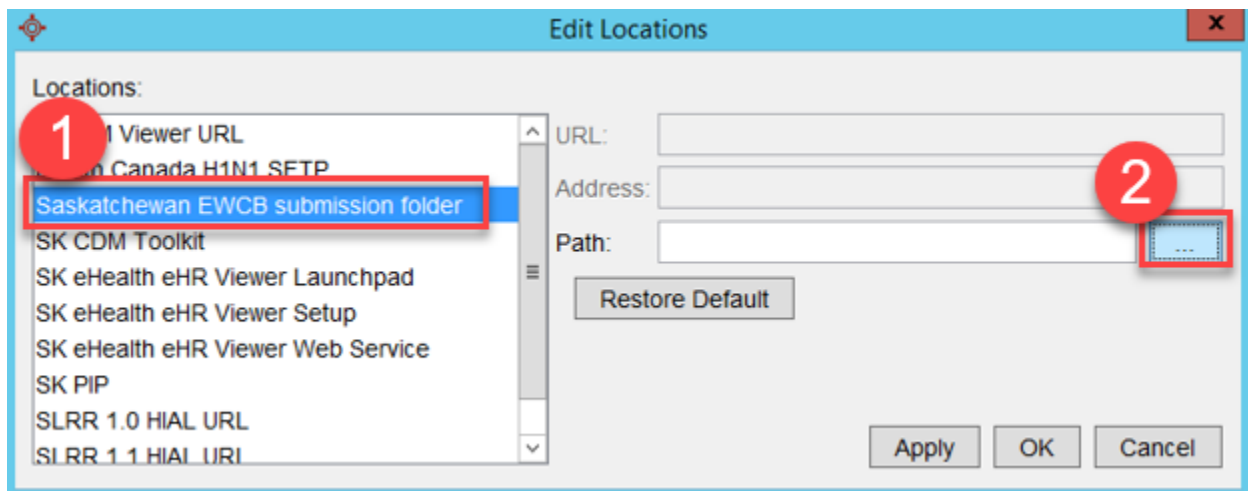
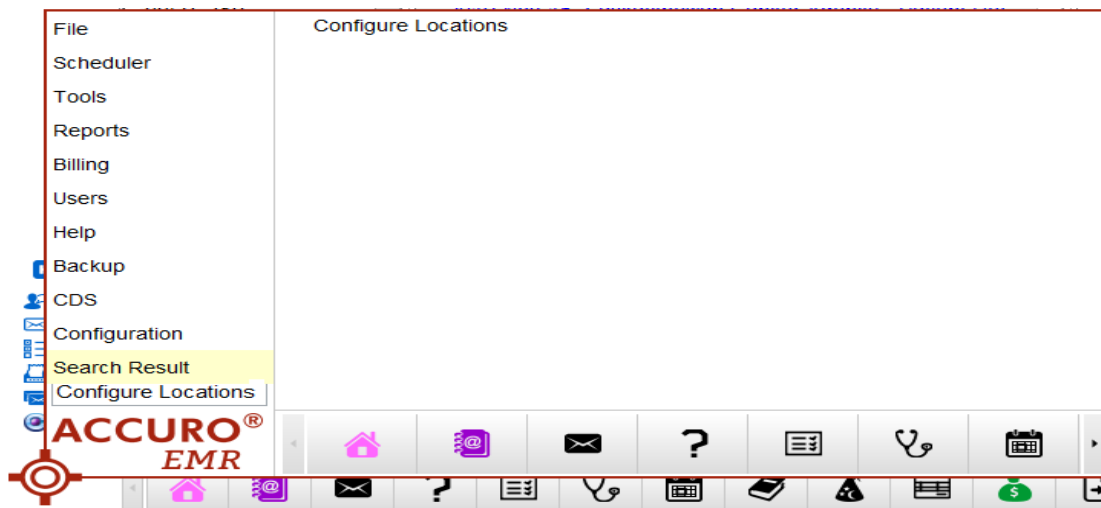
3. Accuro will have a default **location for the xml file** that you will need to upload to the WCB website during the batch upload process. It's a good idea to check this location to ensure you have access to the file location on your computer.



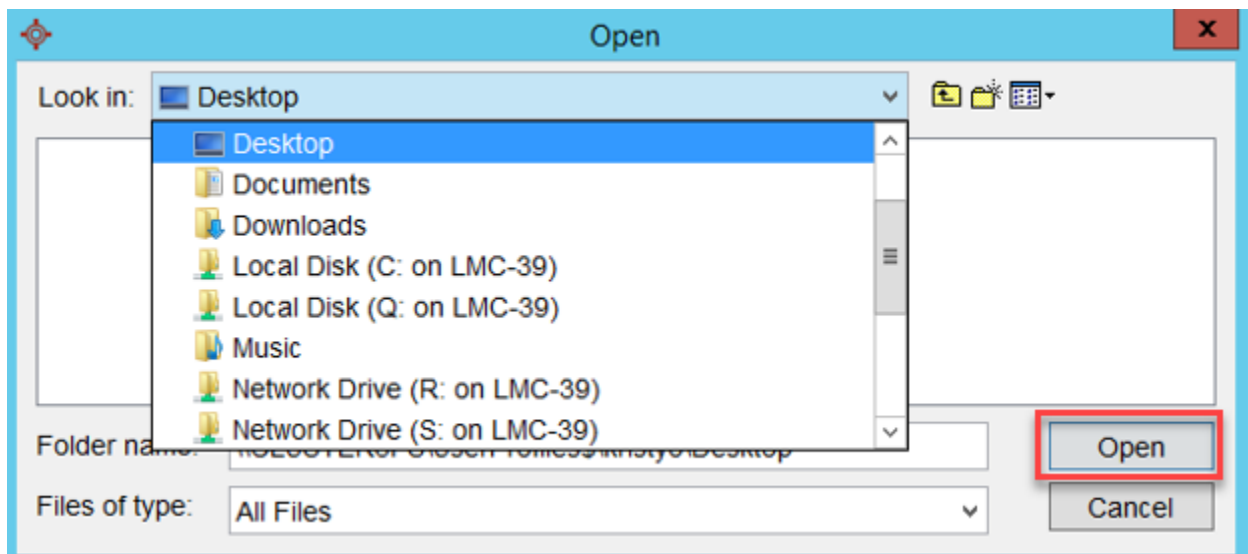
HOW TO CHANGE THE XML DOCUMENT LOCATION

If you need to change this document location, follow these steps. **You will need to contact Accuro if you do not have administrator access to configure locations in your electronic medical records (EMR).**

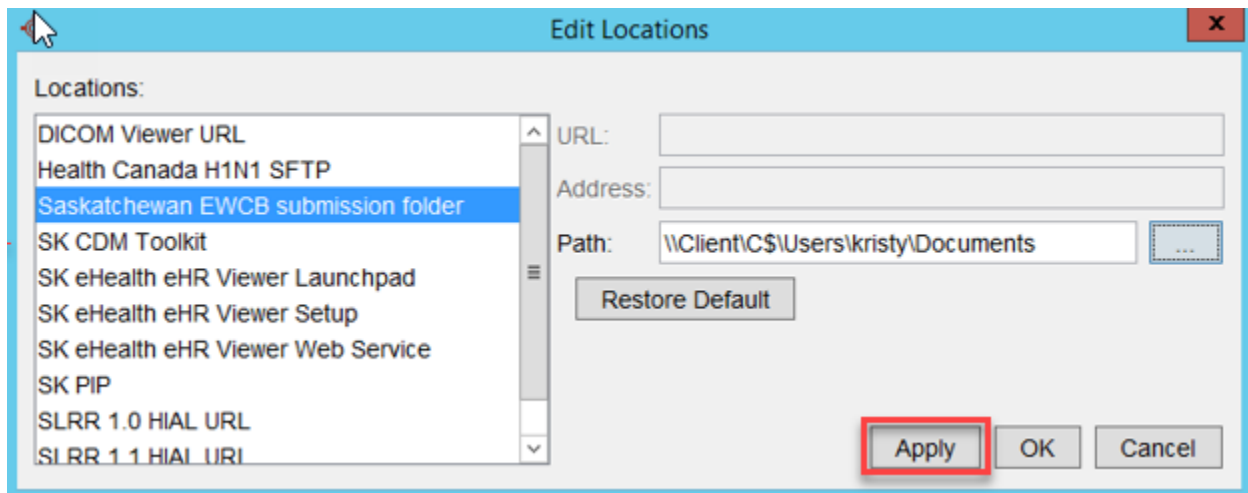
1. Open configuration locations in Accuro:



2. Choose desired location and click “Open”.



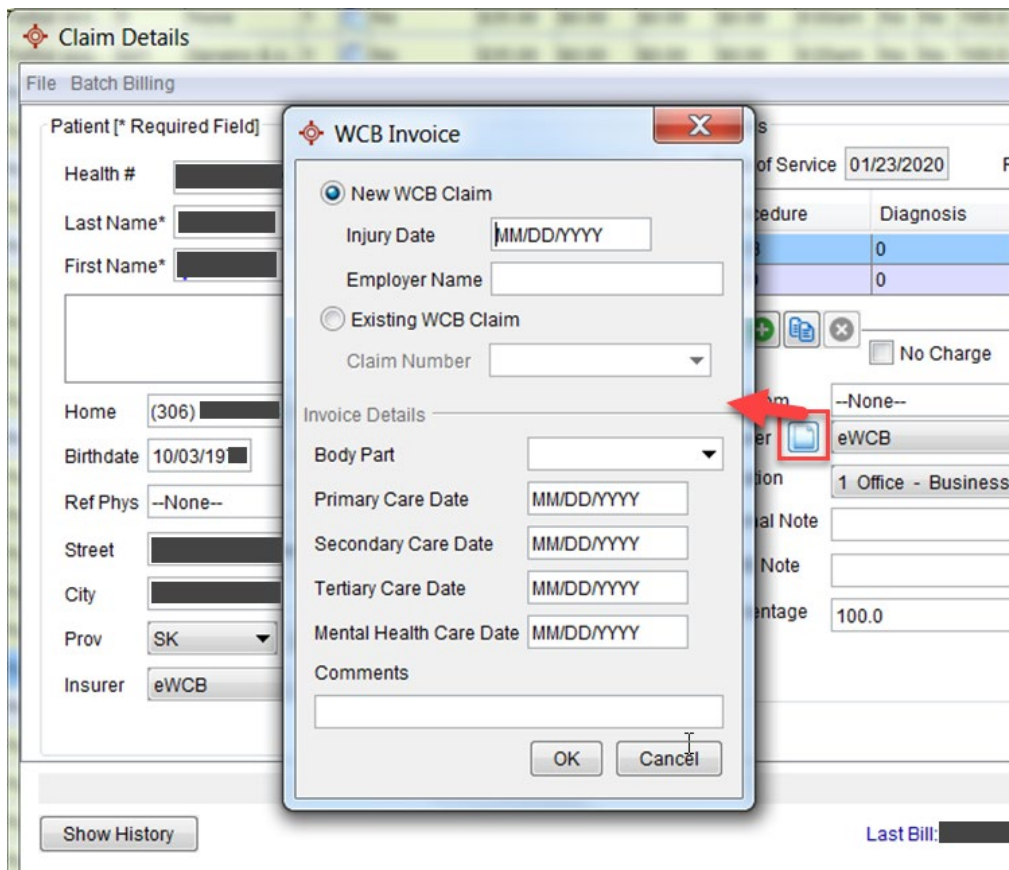
3. You will then have a path entered. Click “Apply”.



WCB INVOICE – NEW CLAIM VS EXISTING CLAIM

1. When using batch invoice submission for the first time the WCB pays a care provider on a specific claim number, it must be submitted as a “New WCB Claim”, including the injury date, employer and injured body part.

Once that care provider has been paid on a particular claim number, they can select “Existing WCB Claim” and enter the claim number and body part.



2. You have to continue entering diagnosis codes and selecting eWCB when you enter your fee codes into Accuro.

Claim Details

File Batch Billing

Patient [* Required Field]

Health # [] SK, Canada

Last Name* []

First Name* []

Home (306) [] Work (306) 000-0000

Birthdate 10/03/19 [] Sex M

Ref Phys --None--

Street []

City [] Postal/Zip S []

Prov SK Canada

Insurer eWCB

Update Clear

Details

Date of Service 01/23/2020 Provider Name []

Procedure	Diagnosis	Qty	Amount	Paid	%	Loc	Resubmit	EXP
005B		1	\$35.00	\$0.00	100.0	1	No	
0660		1	\$38.17	\$0.00	100.0	1	No	

No Charge No Show Custom Bill Amount Custom Bill Percentage

Ref From --None-- Start Time 3:20pm

Insurer eWCB End Time 3:30pm

Location 1 Office - Business Hours

Internal Note []

MCIB Note []

Percentage 100.0 Resubmit EMR Fee Requested

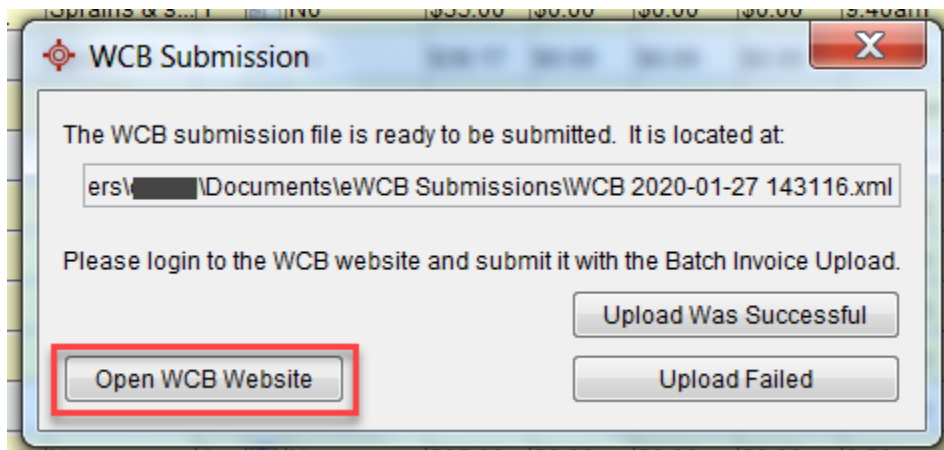
Save Save and New Save and Close Cancel

Show History

Last Bill: []

HOW TO SUBMIT USING BATCH UPLOAD

1. **When you are doing a submission through Accuro, you will submit to both the Medical Services Branch (MSB) and the WCB.** If you do not have any MSB submissions in your un-submitted claims tab, the following screen will pop up after you click “Submit”. If this is the case, jump to point eight below.

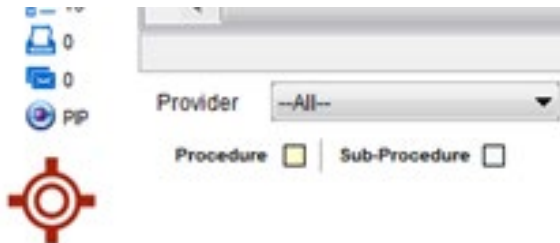


If you have both MSB and WCB claims, there is an option along the way to click “Cancel” and only submit WCB claims. See the note in the screenshot for this step.

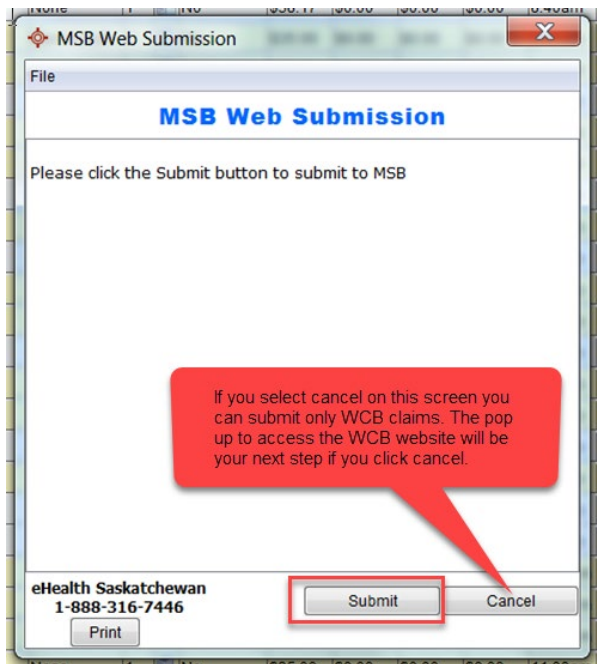
If you have both MSB and WCB claims, there is an option to only submit MSB by selecting “Upload Failed”. If you click this, rather than opening the WCB website, the un-submitted invoices will stay there until next time.

- Once you are logged into Accuro, go to the “Unsubmitted Claims” tab and click “Submit Claims” in the bottom right-hand corner.

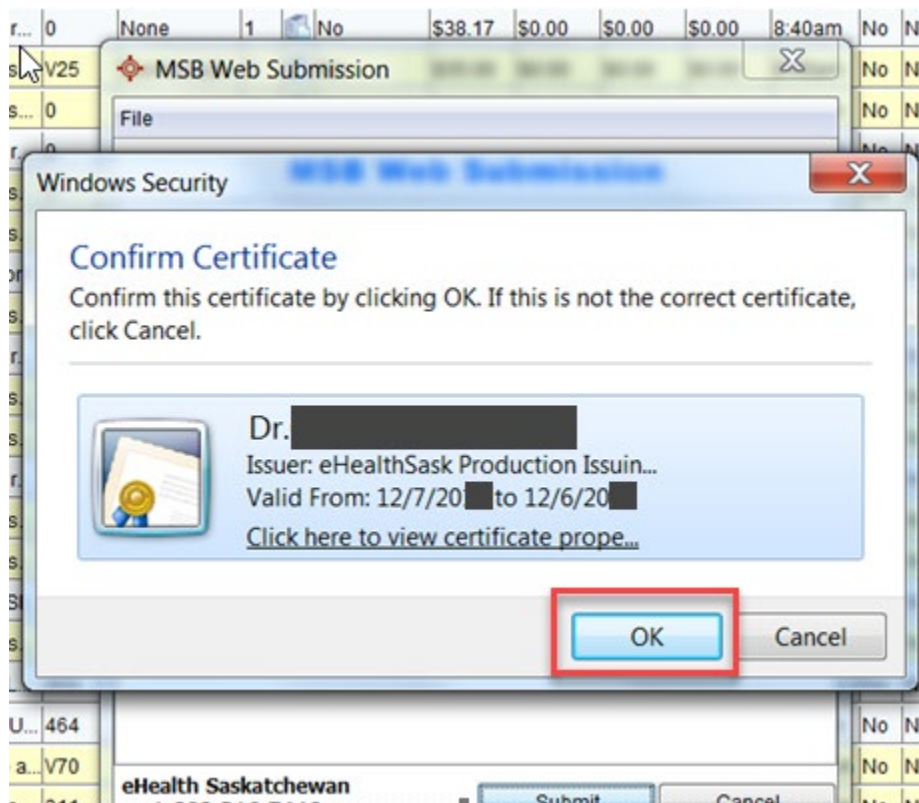
Note: If your clinic has multiple providers to submit for, please ensure “All” is selected next to provider in the bottom left-hand corner.



3. Select “Submit”.



4. You will need to confirm the correct certificate is displayed by clicking “OK”.



- Some clinics print this report before selecting “Accept”:

MSB Web Submission

Physicians:
1

Submission Date: Thursday, Jan 2020, 2:38:51 PM

Clinic	Doctor	Claims	Records	Services	89 Recs	Comments	Fee Sub
000	8563	32	39	37	0	0	\$1,081.50
Totals:		32	39	37	0	0	\$1,081.50

Total
Physicians:
1

No Rejected Submissions to Report

eHealth Saskatchewan
1-888-316-7446

Print Accept Close

- Some clinics print this report as well before closing it:

Claim Submission

Office of Dr. [Redacted] Submitted 01/27/2020
Dr. [Redacted] Practitioner # [Redacted] Clinic # 000 MODE 1.0

DOS	Patient	Sex	Birthdate	Name	Claim #	Seq	Diag	Start	Length	Quantity	Fee Code	Amount	Referring
24-Jan-2020	[Redacted]	M	[Redacted]	[Redacted]	[Redacted]	0	414	800	15	1	005B	\$35.00	
27-Jan-2020	[Redacted]	M	[Redacted]	[Redacted]	[Redacted]	0	250	800	15	1	020A	\$31.50	
27-Jan-2020	[Redacted]	F	[Redacted]	[Redacted]	[Redacted]	0	V25	840	10	1	005B	\$35.00	
27-Jan-2020	[Redacted]	F	[Redacted]	[Redacted]	[Redacted]	0	692	930	10	1	005B	\$35.00	
27-Jan-2020	[Redacted]	M	[Redacted]	[Redacted]	[Redacted]	0	530	940	10	1	005B	\$35.00	
27-Jan-2020	[Redacted]	M	[Redacted]	[Redacted]	[Redacted]	0	595	940	10	1	005B	\$35.00	
27-Jan-2020	[Redacted]	M	[Redacted]	[Redacted]	[Redacted]	1	595	940	10	1	059V	\$4.00	
27-Jan-2020	[Redacted]	F	[Redacted]	[Redacted]	[Redacted]	0	464	950	10	1	005B	\$35.00	
27-Jan-2020	[Redacted]	F	[Redacted]	[Redacted]	[Redacted]	1	464	950	10	1	014V	\$4.40	
27-Jan-2020	[Redacted]	F	[Redacted]	[Redacted]	[Redacted]	2	464	950	10	1	031V	\$4.00	
27-Jan-2020	[Redacted]	M	[Redacted]	[Redacted]	[Redacted]	0	V70	1000	30	1	003B	\$67.00	
27-Jan-2020	[Redacted]	M	[Redacted]	[Redacted]	[Redacted]	0	311	1030	10	1	005B	\$35.00	
27-Jan-2020	[Redacted]	M	[Redacted]	[Redacted]	[Redacted]	0	437	1040	20	1	005B	\$35.00	
27-Jan-2020	[Redacted]	M	[Redacted]	[Redacted]	[Redacted]	0	300	1100	10	1	005B	\$35.00	
27-Jan-2020	[Redacted]	M	[Redacted]	[Redacted]	[Redacted]	0	780	1110	10	1	005B	\$35.00	
27-Jan-2020	[Redacted]	F	[Redacted]	[Redacted]	[Redacted]	0	382	1120	10	1	005B	\$35.00	
27-Jan-2020	[Redacted]	F	[Redacted]	[Redacted]	[Redacted]	1	382	1120	10	1	537T	\$1.05	
27-Jan-2020	[Redacted]	F	[Redacted]	[Redacted]	[Redacted]	0	V20	1130	20	1	004B	\$36.40	
27-Jan-2020	[Redacted]	M	[Redacted]	[Redacted]	[Redacted]	0	078	1150	10	1	005B	\$35.00	

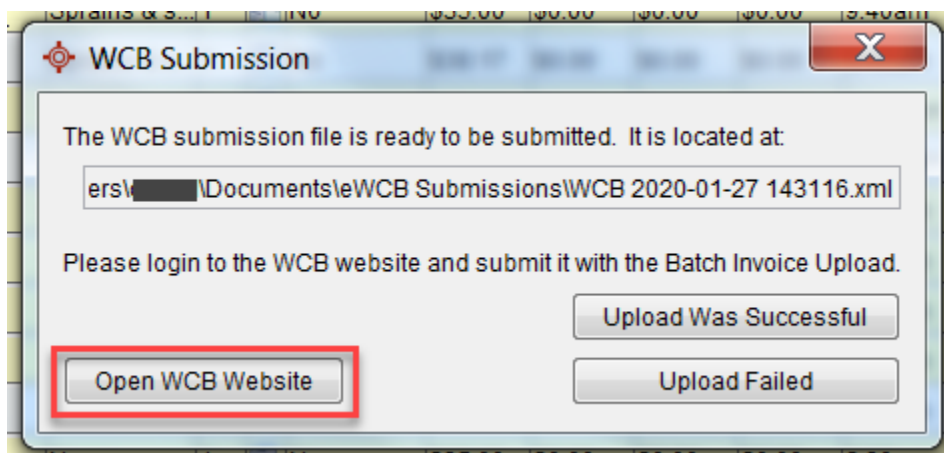
Practitioner # [Redacted] Clinic # 000

Total Number of Codes: 40

I certify, to the best of my knowledge, that the listed above are a true and accurate accounting of s provided to the patients indicated, that these claim

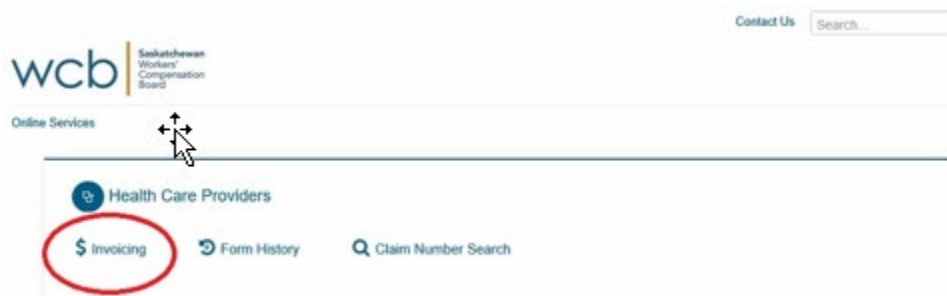
Page 1 of 1

7. Here is the pop up for the WCB submission portion:

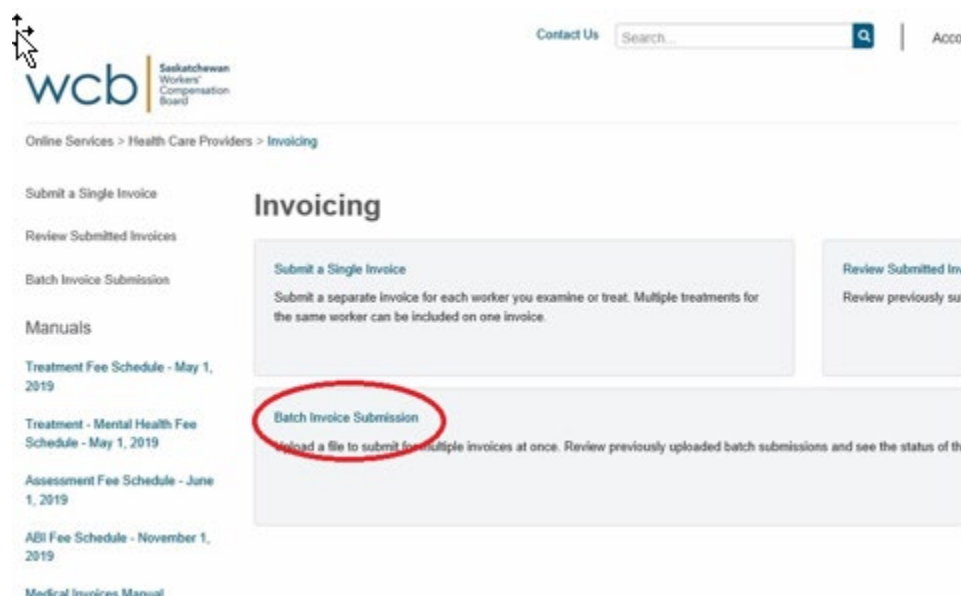


Note: If you only need to submit MSB, select "Upload Failed". When you click this, rather than opening the WCB website, the un-submitted invoices will stay there until next time.

8. After selecting "Open WCB Website", you will log into your WCB online account and select "Invoicing".



9. Select batch invoice submission.

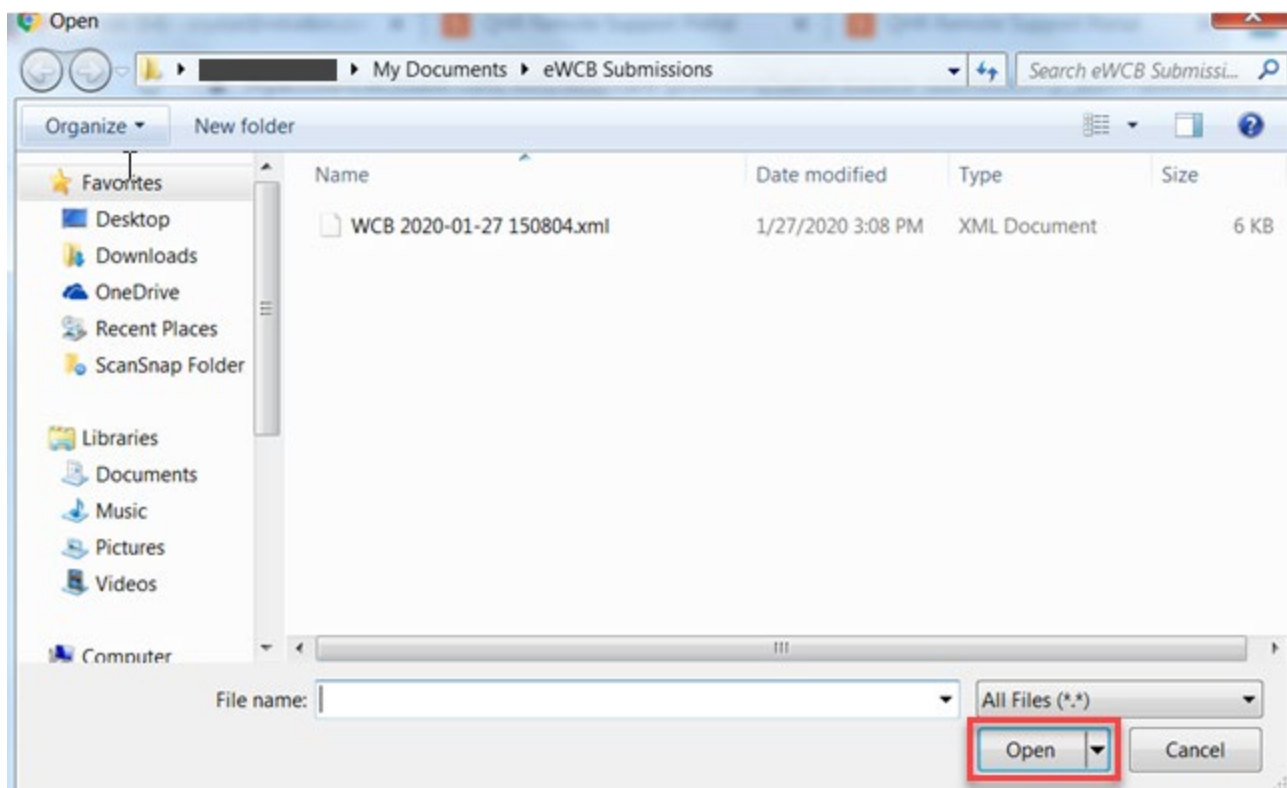


10. Select “Browse”.

The screenshot shows the 'Batch Invoice Submission' page. On the left is a sidebar with links: 'Submit a Single Invoice', 'Review Submitted Invoices', 'Batch Invoice Submission' (highlighted), 'View Payment History', 'Manuals', and a list of fee schedules. The main content area has a header 'Batch Invoice Submission' and a section 'Upload Invoices'. Under 'Upload Invoices', there are instructions and a 'Browse' button, which is highlighted with a red box. Below this is a 'Review Uploaded Invoices' section with a table of submitted batches.

Batch Number	Status	Status Update Date/Time	Return File	Error Details
3	Processed Successfully	2020-01-27 14:43:25	Download	
2	Error	2020-01-27 14:41:12	Download	View
1	Processed Successfully	2020-01-27 14:36:32	Download	

11. Locate the XML file (the location is noted in the Accuro pop up window) and select “Open”.



12. There will be a confirmation message at the top of the screen to let you know if your upload was successful.

The screenshot shows the WCB Batch Invoice Submission page. At the top, there is a navigation bar with the WCB logo, a search bar, and account information. The main content area is titled "Batch Invoice Submission". A red box highlights a confirmation message: "Info The submission was successfully received and has been accepted for further processing. You may check the status of the submission below." Below this, there are sections for "Upload Invoices" and "Review Uploaded Invoices". The "Upload Invoices" section includes instructions and a "Browse" button. The "Review Uploaded Invoices" section shows a table of submitted batches.

Batch Number	Status	Status Update Date/Time	Return File	Error Details
4	In Progress	2020-01-27 15:12:50	Download	

13. Check below to see if all invoices were successfully uploaded. The process will automatically update every five seconds.

Batch Invoice Submission

The screenshot shows a detailed view of the "Review Uploaded Invoices" section. It includes a table of submitted batches with columns for Batch Number, Status, Status Update Date/Time, Invoices Processed, Return File, and Upload Details. The table shows three batches: "Large3-g" (In Progress), "Large3-f" (Error), and "Large3-e" (Error).

Batch Number	Status	Status Update Date/Time	Invoices Processed	Return File	Upload Details
Large3-g	In Progress	2020-03-02 10:37:06	7 of 41	Download	View
Large3-f	Error	2020-03-02 07:27:04	41 of 41	Download	View
Large3-e	Error	2020-03-02 07:21:01	41 of 41	Download	View

Here is an example of a successful submission:

Batch Invoice Submission

Upload Invoices

Instructions:

1. Locate the XML file that contains the invoices you would like to submit using the **Browse** button.
2. Submit the XML file to WCB by clicking the **Upload** button.

Browse

The submitted XML will be validated against the batch submission XSD found [here](#).

Please contact your software vendor if you have any questions or problems with this application.

Review Uploaded Invoices

+ Instructions

The following batches have been submitted under your user id:

(1 of 16) 1 2 3 4 5 6 7 8 9 10

Batch Number	Status	Status Update Date/Time	Invoices Processed	Return File	Upload Details
Small3-d	Processed Successfully	2020-03-02 10:51:51	1 of 1	Download	View

14. If there are errors, select “View” (as noted below in purple) to view the invoice(s) that did not get sent to the WCB. These will need to be corrected in Accuro and resubmitted.

Batch Invoice Submission

Upload Invoices

Instructions:

1. Locate the XML file that contains the invoices you would like to submit using the **Browse** button.
2. Submit the XML file to WCB by clicking the **Upload** button.

Browse

The submitted XML will be validated against the batch submission XSD found [here](#).

Please contact your software vendor if you have any questions or problems with this application.

Review Uploaded Invoices

+ Instructions

The following batches have been submitted under your user id:

(1 of 16) 1 2 3 4 5 6 7 8 9 10

Batch Number	Status	Status Update Date/Time	Invoices Processed	Return File	Upload Details
HSP-PHYS-c	Processed Successfully	2020-03-31 13:58:24	1 of 1	Download	View
HSP-PHYS-b	Error	2020-03-31 13:57:23	1 of 1	Download	View
HSP-PHYS-a	Error	2020-03-31 13:55:53	1 of 1	Download	View

15. On your screen, there will be a description of the error, the patient’s name and Provincial Health Number (PHN) so you can easily find them in Accuro and make the necessary corrections.

There will be a list of all of your submissions. Beside each of them, your screen will say whether the submission was successful. When there is an error, click on “View”, this will bring up the details of each error in that batch.

Note: Any invoices listed in this error report are not sent to the WCB. They need to be corrected and re-submitted.

Batch Invoice Submission

Batch Number : NoClaim-s

Status Update Date/Time : 2020-03-17 13:21:43

Error: Referring doctor is required - Line: 21 - John Smith - PHN: 200173715 - OP

Total Invoices Uploaded: 1

Invoices Processed: 0

Invoices with Errors: 1

[Return](#)

16. Return to Accuro and select “Upload Successful”. The only exception is if the whole batch fails. This does not include the errors you view at the bottom of the screen.

17. Your upload is now complete. The invoices are typically paid within 14 days or less.

18. You can review your submitted invoices using your WCB online account.

Review Submitted Invoices

Batch Invoice Submission

View Payment History

Manuals

Treatment Fee Schedule - May 1, 2019

Treatment - Mental Health Fee Schedule - May 1, 2019

Assessment Fee Schedule - June 1, 2019

ABI Fee Schedule - November 1, 2019

Medical Invoices Manual

Care Provider: DOC-00

Submission Date Period: 2020-Jan-13 to 2020-Jan-27

The results can be filtered further by entering values into the textboxes below the pertinent headers.

(1 of 1) < 1 >							
Document Type	Client Name	Claim Number	PHN	Injury Date	Area Of Injury	Submission Date	Action
EDOC					shoulder	2020-Jan-27	
EDOC					knee	2020-Jan-27	
EDOC					knee	2020-Jan-27	
EDOC					arm/elbow	2020-Jan-27	
EDOC					leg	2020-Jan-27	
EDOC					knee	2020-Jan-27	
EDOC					chest	2020-Jan-27	
EDOC					shoulder	2020-Jan-27	
EDOC					knee	2020-Jan-27	
(1 of 1) < 1 >							

[Back to Start](#)