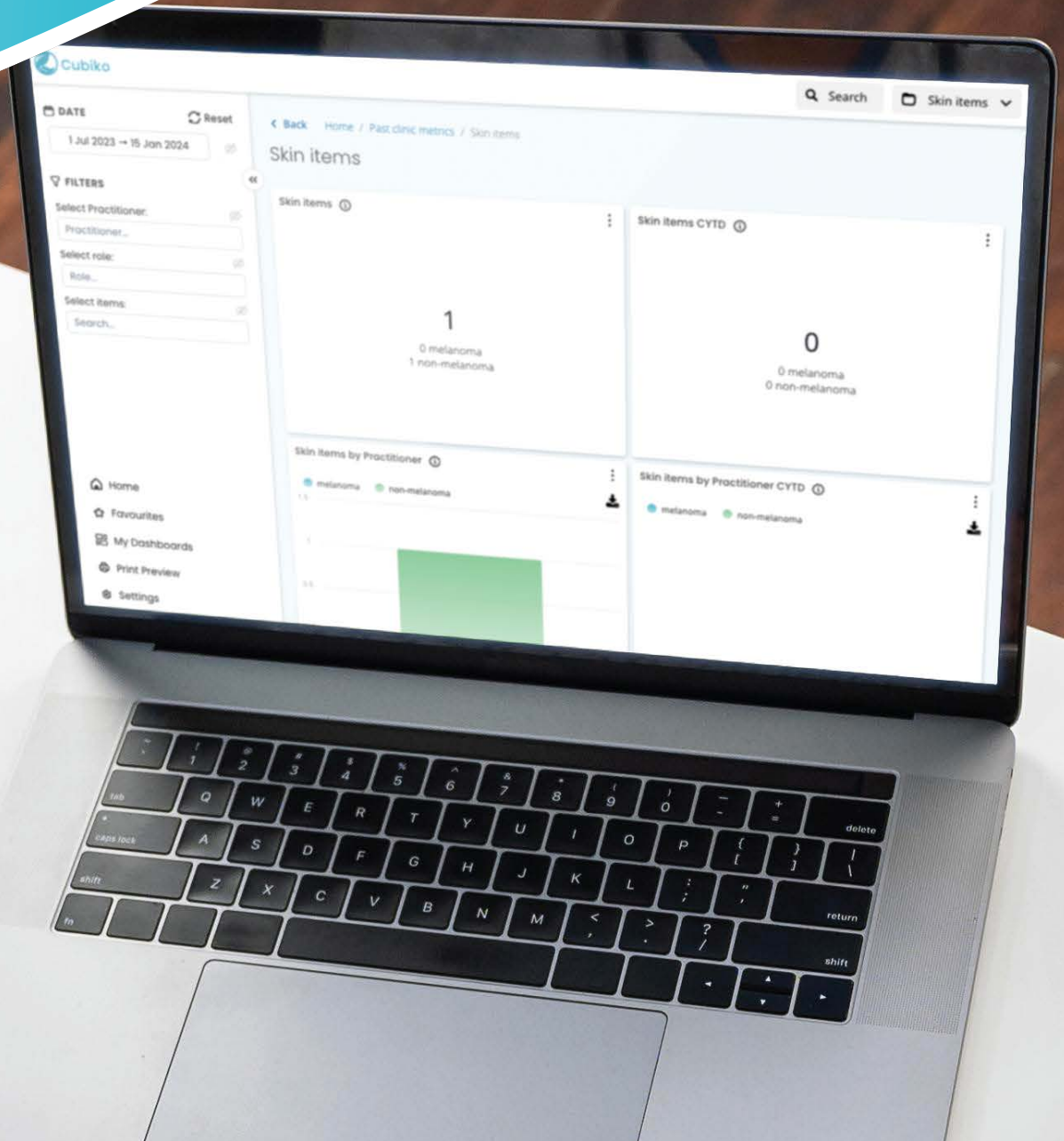




# Using Cubiko to maximise your excision workflow

How you can incorporate and use Cubiko data to support skin excisions in your practice.



# Using Cubiko to maximise your excision workflow

This document acts as a guide on how you can incorporate and use Cubiko data to support skin excisions in your practice.

## Appointment Management

Utilising your practice data to track your progress and to plan ahead.

The first step in this workflow is to set up an appointment type in your Best Practice Software so that you can easily track and manage the skin excision appointments in your practice.

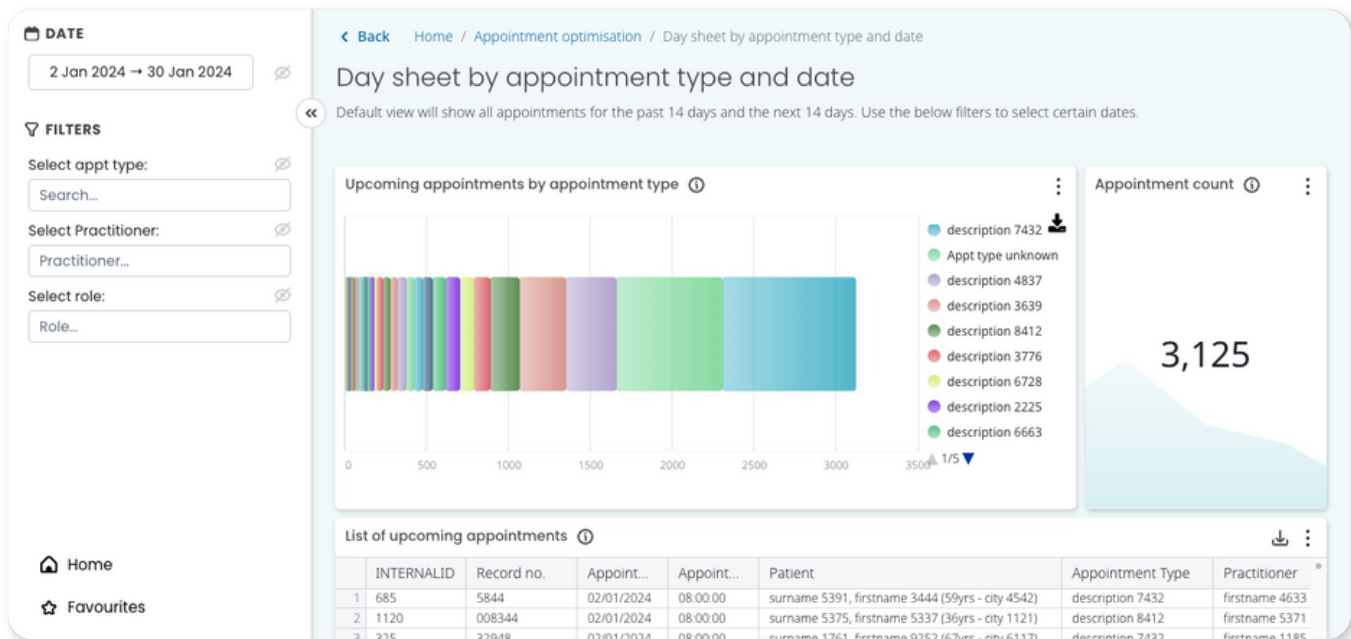
### How to set up an excision appointment in Best Practice

1. Setup > Configuration
2. Lists
3. Click 'ADD' appointment type
4. Name the appointment type 'Excision' and save



Track the number of excision and procedure appointments in your Practice, with Cubiko's **Appointment Count** metric. You can do this by filtering to your 'Excision' appointment type in the Appointment Type filter.

Tracking the number of excision appointments can give you an overview of the number of excisions your clinic is doing over a period of time. This can assist you in determining nurse support for excisions and budgeting for surgical equipment.



Then use Cubiko's **Appointment Day sheet by Appointment Type** to gain insights into to appointments from the past 14 days, and the next 14 days.

We suggest doing weekly checks on the appointments that occurred in the previous 14 days. This will help you ensure that all results have come back and give you the opportunity to audit that all patient tracking for procedures have been recorded.

You can then use this metric to look forward over the next 14 days to easily see all future excision appointments scheduled in. Allowing you to ensure that you have adequate nurse coverage, that procedure instruments are set up and enough excision packs on hand.

## Billing and Item Number Management

Utilising your practice data to track your use of Skin Items and Billings.

To assist in the billing and item number management for your Excision procedures, we suggest setting up a customer excision item number "Excision to Hold" in your Best Practice software for tracking and holding whilst waiting for pathology.

### How to set up a custom excision item number in Best Practice

1. Setup > Practice fees
2. Add custom item
3. Name: 'Excision to hold' with the value of \$0.01
4. Save

**FILTERS**

Select Practitioner:

Home / Billing optimisation / Billings on hold

### Billings on hold

List of billings on hold

|    | Invoice date | Age (days) | Invoice ID | Patient                                   | Practitioner   | MBS Item      |
|----|--------------|------------|------------|---|----------------|---------------|
| 1  | Totals:      |            |            |   |                |               |
| 2  | 18/10/2023   | 90         | 439509     | surname 6914, firstname 3681 (50yrs -     | firstname 1657 | Item 23       |
| 3  | 28/11/2023   | 49         | 443853     | surname 9255, firstname 8336 (0yrs - city | firstname 1657 | Item 36       |
| 4  | 29/11/2023   | 48         | 444045     | surname 6866, firstname 3996 (62yrs -     | firstname 5956 | description 4 |
| 5  | 06/12/2023   | 41         | 444755     | surname 3877, firstname 6868 (41yrs -     | firstname 1148 | Item 23       |
| 6  | 06/12/2023   | 41         | 444754     | surname 9255, firstname 8336 (0yrs - city | firstname 1148 | Item 23       |
| 7  | 18/12/2023   | 29         | 446074     | surname 2186, firstname 4514 (65yrs -     | firstname 5371 | Item 10990, I |
| 8  | 18/12/2023   | 29         | 446112     | surname 5279, firstname 4444 (59yrs -     | firstname 4633 | Item 10990, I |
| 9  | 20/12/2023   | 27         | 446402     | surname 1248, firstname 3396 (0yrs - city | firstname 9117 | Item 36       |
| 10 | 20/12/2023   | 27         | 446400     | surname 1248, firstname 3396 (0yrs - city | firstname 9117 | Item 36       |
| 11 | 20/12/2023   | 27         | 446420     | surname 7911, firstname 1641 (0yrs - city | firstname 5864 | Item 36       |
| 12 | 20/12/2023   | 27         | 446438     | surname 9424, firstname 3444 (69yrs -     | firstname 1148 | Item 10990, I |
| 13 | 21/12/2023   | 26         | 446667     | surname 7414, firstname 8961 (53yrs -     | firstname 1484 | Item 10990, I |
| 14 | 27/12/2023   | 20         | 446960     | surname 4447, firstname 3621 (0yrs - city | firstname 5956 | Item 23       |
| 15 | 28/12/2023   | 19         | 447125     | surname 5395, firstname 6816 (0yrs - city | firstname 1484 | Item 36       |
| 16 | 02/01/2024   | 14         | 447413     | surname 5395, firstname 6816 (0yrs - city | firstname 1484 | Item 23       |
| 17 | 03/01/2024   | 13         | 447562     | surname 4116, firstname 3444 (39yrs -     | firstname 4633 | Item 23       |
| 18 | 03/01/2024   | 13         | 447492     | surname 5919, firstname 5275 (68yrs -     | firstname 4633 | Item 10990, I |
| 19 | 08/01/2024   | 8          | 447950     | surname 2592, firstname 3444 (59yrs -     | firstname 5371 | Item 10990, I |
| 20 | 11/01/2024   | 5          | 448312     | surname 8779, firstname 6816 (0yrs - city | firstname 9117 | Item 23       |
| 21 | 12/01/2024   | 4          | 448463     | surname 1444, firstname 3681 (0yrs - city | firstname 1148 | Item 36       |
| 22 | 12/01/2024   | 4          | 448538     | surname 1463, firstname 3996 (18yrs -     | firstname 1148 | Item 10990, I |
| 23 | 12/01/2024   | 4          | 448537     | surname 1463, firstname 3996 (18yrs -     | firstname 1148 | Item 10990, I |

Billings on hold

28  
19 days old on average

Home  
Favourites  
My Dashboards

You can then use Cubiko's **Billings on Hold** metric for an overview of all 'Excision to hold' accounts. You can utilise this data to cross check the results with your appointment day sheet to see what is still outstanding, to follow up results and process the skin excision item number.

**DATE**

1 Dec 2023 → 31 Dec 2023

**FILTERS**

Select Practitioner:

Select appt type:

Select role:

Home / Billing optimisation / Unbilled appointments

### Unbilled appointments

A time limit of two years applies to the lodgement of claims with Medicare under the direct billing (assignment of benefit) arrangements. This means that Medicare benefits are not payable for any service where the service was rendered more than two years earlier than the date the claim was lodged with Medicare. [Click here](#) and [here](#) to find further information about it.

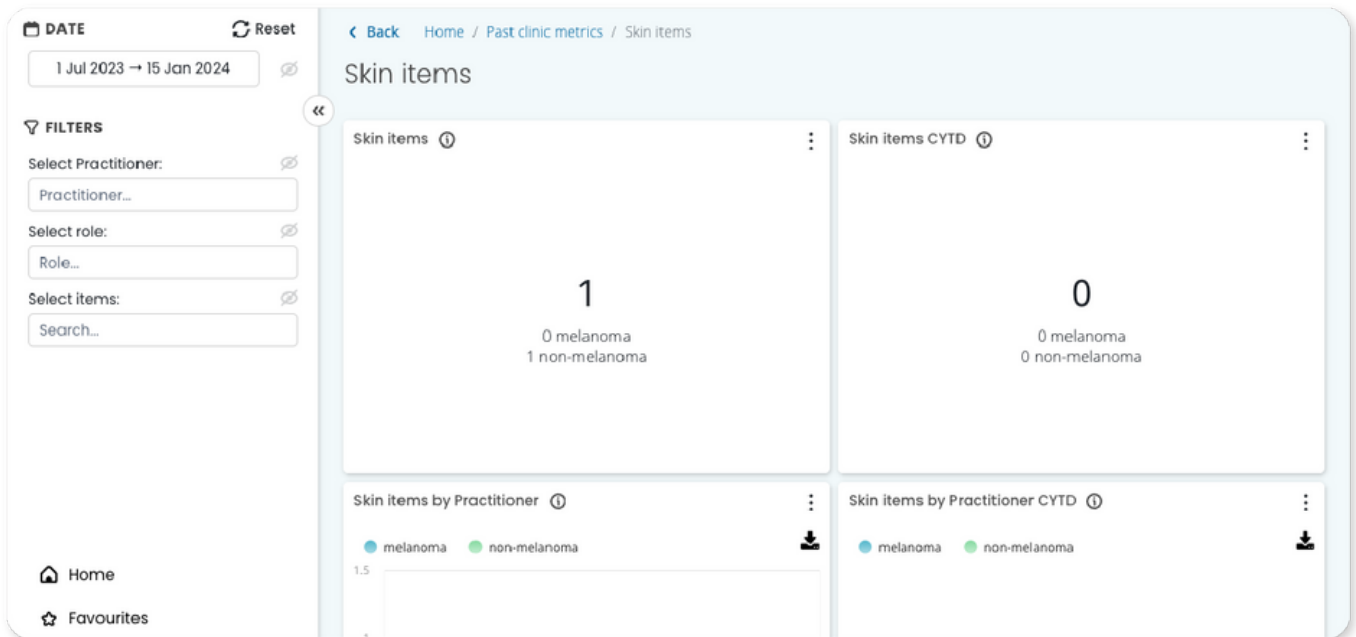
Unbilled appointments by Practitioner

Unbilled appointments

42

List of unbilled appointments

You can then use the Cubiko's **Unbilled appointments** metric to look back and ensure that either an excision item number has been billed OR the "excision to hold" has been raised. Should no item be billed or held from the excision appointment it will be identified here.

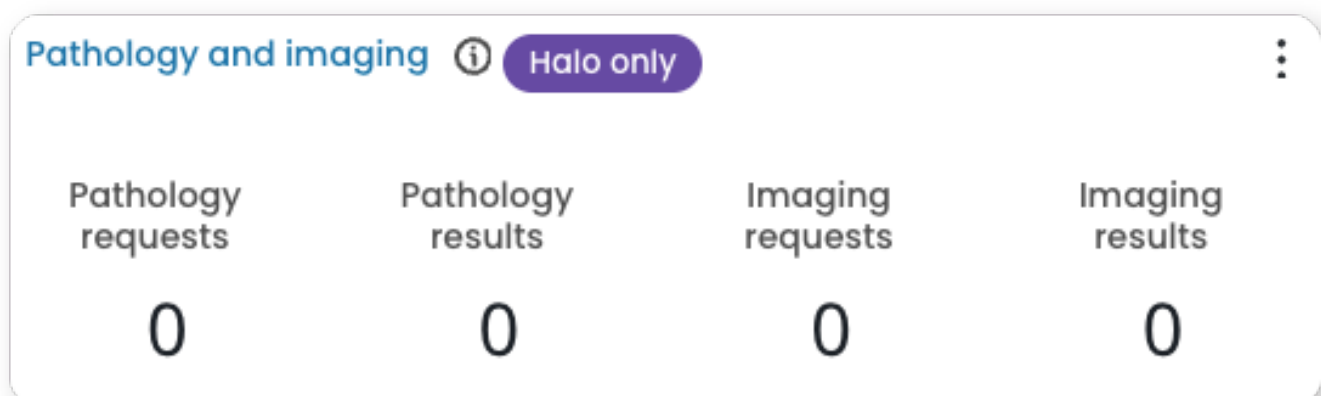


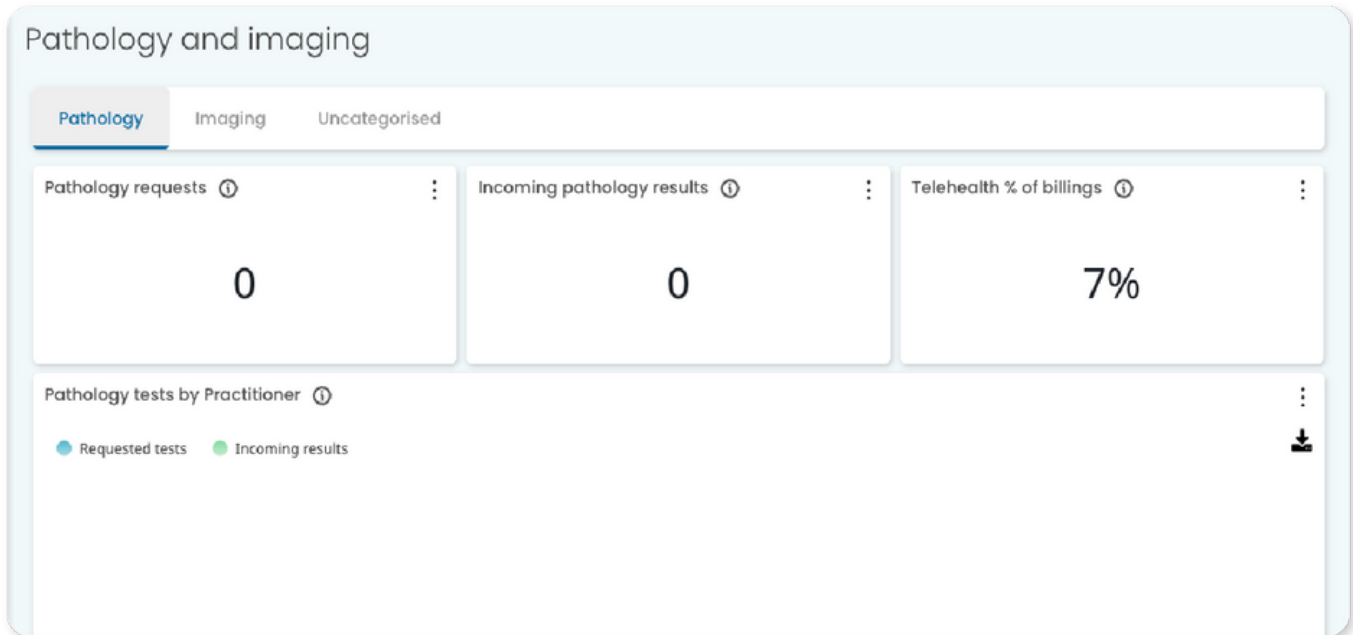
To gain further insight into the skin excisions performed in your Practice, you can refer to Cubiko’s metric **Skin Items** to track the total number of skin items billed by type (melanoma and non-melanoma).

For more information on how you can use Cubiko’s Skin Item metrics, please refer to our Knowledge Base article [here](#).

## Pathology and Imaging

Leverage the Pathology metric to gain valuable insights into both outgoing pathology requests and incoming results. Within this tool, you can analyse the number of pathology requests and incoming results based on the Pathology Provider, offering a comprehensive view across the specified date range.





Utilise this tool to pinpoint primary providers for test referrals and monitor the correlation between the number of requests and received results, ensuring comprehensive result retrieval. Refer to the "List of pathology requests" table for a detailed overview of all requests. The "status" column indicates whether the result is pending (status: sent), partially returned, or fully returned. Organise the data by date to conduct audits, ensuring there are no outstanding requests without corresponding results.

| Status        | Pathology provider   |
|---------------|----------------------|
| Part returned | QML Pathology        |
| Returned      | Pathology Queensland |
| Sent          | QML Pathology        |