

How to Create a Billing Model for a New Client

Summary

In this guide, you will learn how to create a Billing Model to define how the platform should compute billing reports for your customers.

Overview

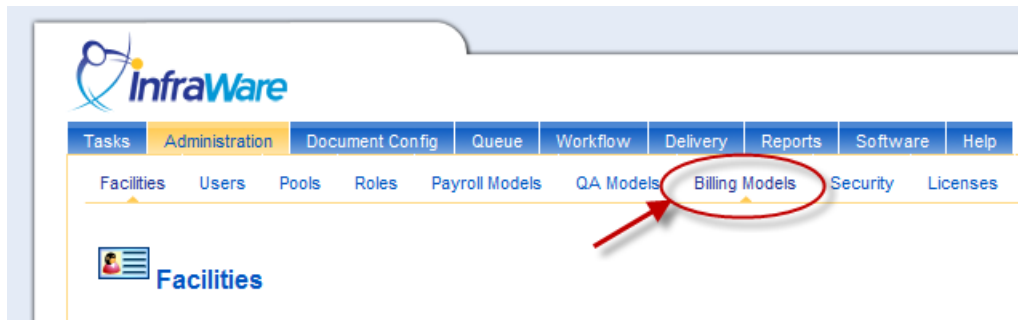
Billing Models in the InfraWare 360 transcription platform allow customers to establish custom rules for how to charge customers. In addition to specifying a rate (\$), it allows you to specify units (lines, minutes, etc.) These are managed in the InfraWare Management Console (IMC).

You will need the following before you begin:

- An Administrator login ID and password for the IMC.

Tasks:

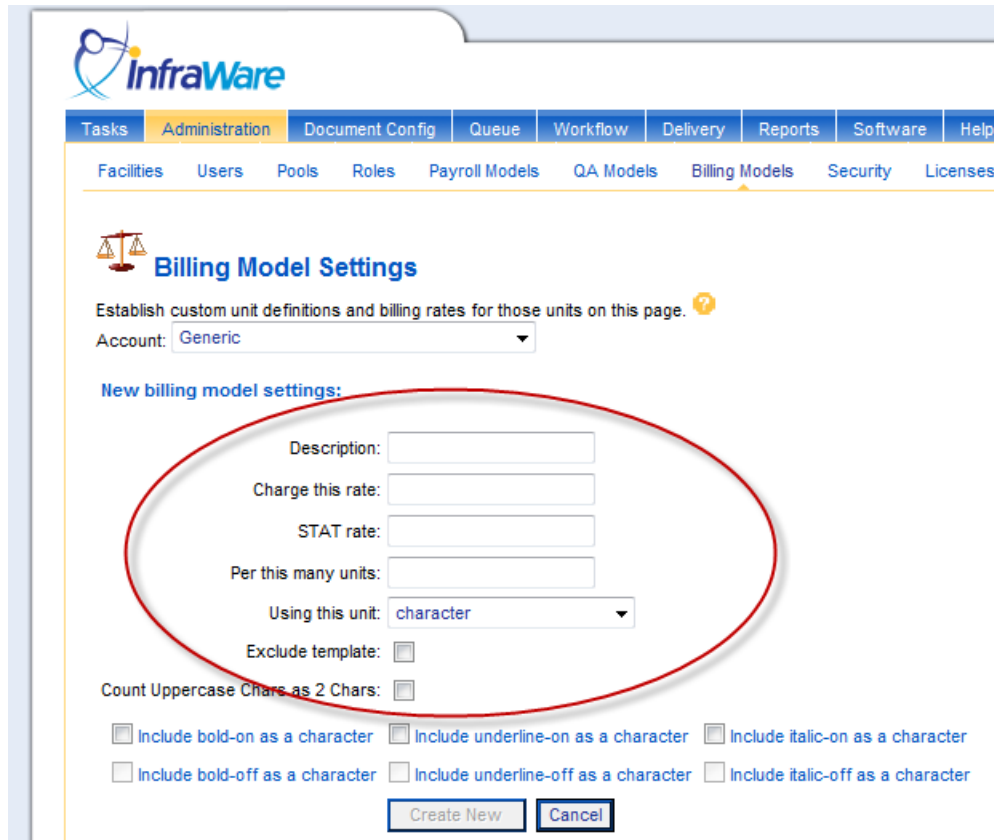
- Log in to the IMC at www.InfraWare.com/IMC
Select Billing Models on the Administration tab.



- Click the Administration tab, and select the Billing Models sub-tab.

To create a Billing Model:

- Click New the New Billing Model button (or click a listed Billing Model to change an existing one).



- Enter a unique Description for the Billing Model that will help you remember what it does or who it is for.
- Under Charge this Rate, enter the rate (in dollars) of pay per unit.
- Under STAT rate, enter the billing rate per unit for STAT jobs. (Important: Enter this even if the same as the regular rate.)
- Per this many units: Enter the number of units to be paid at that rate. (Usually 1, i.e. 15 cents per 1 line)
- Using this Unit: From the drop-down menu, choose the unit to be used (This drop-down menu includes both platform defined unit definitions and units you have created).
- For a description of platform unit definitions, see Knowledgebase Article [232](#).
- Exclude template: Choose to include or exclude the text contained in the template for each job by checking this box.

Note: Headers and footers in template text get special treatment. Knowledgebase article [157](#) explains how this works. Details are chosen in the InfraWare Template Editor (ITE) when saving templates to the platform.



- Lastly, the platform has the capability to count an extra character when turning on or off bold, underline and italic. Choose from these boxes how you would like InfraWare to count special characters.
- When finished, click Create New.
- The Billing Model can now be selected for running a Billing Report or for selecting a default Billing Model on the Facility Settings page.