

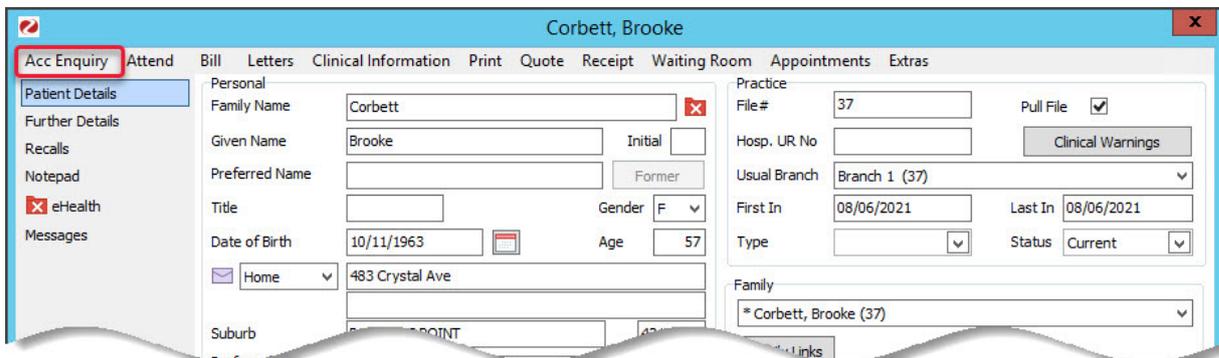
3rd party receipting

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Process a payment made by a 3rd party for a patient. The 3rd party is often an employer or the Transport Accident Commission (TAC) and, when the invoice is paid, it needs to be receipted to the original invoice.

To receipt a 3rd party payment:

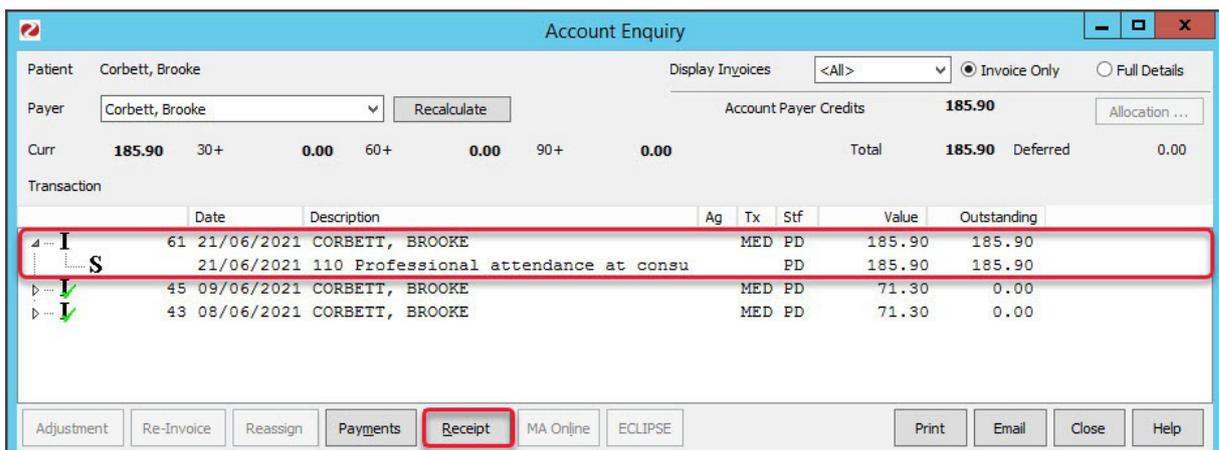
1. Locate and **open the patient's record**.
2. Select **Acc Enquiry** from the top menu.



The screenshot shows the patient record for Corbett, Brooke. The 'Acc Enquiry' menu item is highlighted in red. The window displays various patient details, including personal information, practice information, and family details.

The **Account Enquiry** screen (shown below) will open and display the patient's bills. Each bill is divided into 3 parts: the **invoice** indicated by an **I**, the **service** indicated by an **S**, and the **receipt** indicated by an **R**. There is no receipt in the invoice indicated below because it was not paid. You will now need to process the payment and link its receipt to the correct invoice.

3. Select the invoice the 3rd party is paying.
4. Select **Receipt**.



The screenshot shows the Account Enquiry screen for Corbett, Brooke. The 'Receipt' button is highlighted in red. The screen displays account details, including the patient name, payer, and account payer credits. A table of transactions is shown below, with the first two rows highlighted in red.

Transaction	Date	Description	Ag	Tx	Stf	Value	Outstanding
I	61 21/06/2021	CORBETT, BROOKE		MED	PD	185.90	185.90
S	21/06/2021	110 Professional attendance at consu		PD		185.90	185.90
I	45 09/06/2021	CORBETT, BROOKE		MED	PD	71.30	0.00
I	43 08/06/2021	CORBETT, BROOKE		MED	PD	71.30	0.00

The **Receipt Payment** screen (shown below) will open.

5. Use the **Payments** section to select the method of payment.

The total amount to be charged is shown next to **Balance**.

6. Select **Add**.

The payment details will move down to the **Payments** section space.

7. Select **Allocate**.

37 Brooke Corbett

Payer: Corbett, Brooke

	Patient	Family	Patient	Family	Credits
Due	185.90	185.90	Deferred	0.00	0.00

Payments

Format	Name	Bank	Branch	Number	Banklist	Amount
EFT					BNK	185.90

1. Cash 2. Cheque 3. MC Cheque 4. Card 5. Eftpos ET 6. Direct Deposit 7. Credits **Add** Change

Payment Total 0.00

Family Due Patient Due

Amount Due 185.90

Balance 185.90

Combo Inv. Email **Allocate** Cancel

The payment will be processed and the **Allocation** screen will open.

8. Select the invoice the payment is for.

9. Select **Fully Receipt**.

The receipt will be allocated to the bill (adding the R) as shown below.

10. Select **Close** to save and exit.

Allocation

Payer: Corbett, Brooke

Account Payer Credits: 185.90 On 1 Payment

Receipt #: 37 On 21/06/2021 Banked 185.90 Unallocated Payment 185.90

Invoice Only Full Details

Transaction

	Invoice#	Date	Patient	HIC	CLM#	Br	Dr	Value	Outstanding
I	61	21/06/2021	CORBETT, BROOKE			MED	PD	185.90	185.90
S		21/06/2021	110 Professional attendance at consu				PD	185.90	185.90
I	61	21/06/2021	CORBETT, BROOKE			MED	PD	185.9	0.00
S		21/06/2021	110 Professional attendance at consu				PD	185.9	0.00
R		21/06/2021	<37>				PD	-185.90	

Value 185.90 Allocated 0.00 Outstanding 185.90 **Fully Receipt** Partly Receipt

Close Cancel Help

Branch 1 PDAVIS