

# Add a third-party (e.g TAC)

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Add a third-party payer to a patient's record. The invoice will be created in Zedmed then printed out and sent to the payer. Examples include WorkCover, WorkSafe, TAC (Transport Accident Commission), EML, an employer, a law firm and Motor Vehicle insurance payers.

To add a third-party payer:

1. Locate the patient and open their record.

To learn more, see the [find a patient's record article](#).

2. Under **Payers**, select **Add**.

The **Account Payer Selector** will open.

3. Select **Third Party**.

4. Click **Select**.

The **Find Account Payer** screen will open.

5. In the **Name(Brand)** field, enter part of the third-party name.

6. Select **Find** or press **Enter**.

The **Account Payer Selector** screen will open and list third parties set up for the practice.

If the third party does not exist, select **New** to open the **New Account Payer** screen and enter their details.

7. Select the payer then the **Select** button.

The screenshot displays a medical software interface for patient management. The main window is titled "Abbott, Gabriel" and contains several tabs: "Acc Enquiry", "Attend", "Bill", "Letters", "Clinical Information", "Print", "Quote", "Receipt", "Waiting Room", "Appointments", and "Extras". The "Patient Details" tab is active, showing personal information such as Family Name (Abbott), Given Name (Gabriel), Date of Birth (16/11/1958), and Address (495 Bennett Street, BENTLEY, 2480). A "Payers" section is highlighted with a red box, showing a selected payer: "Transport Accident Commissi MV \$0.00". Below this, the "Find Account Payer" dialog is open, with "Tra" entered in the "Name (Brand)" field. At the bottom, the "Account Payer Selector" dialog is open, showing a table with one entry: "Transport Accident Commission". The "Select" button in this dialog is also highlighted with a red box.

The **Account Payer Details** screen (shown below) will open with the third party selected.

8. Confirm the correct third-party default fee type, for example, Legal, WorkCover or Motor Vehicle.
9. Select **Close** to save.

The third party will be added as the payer.

**Abbott, Gabriel**

Acc Enquiry Attend Bill Letters Clinical Information Print Quote Receipt Waiting Room Appointments Extras

**Patient Details**

Personal  
 Family Name: Abbott  
 Given Name: Gabriel Initial:   
 Preferred Name:  Former:   
 Title:  Gender: M  
 Date of Birth: 16/11/1958 Age: 63  
 Home: 495 Bennett Street  
 Suburb: BENTLEY 2480  
 Preferred Contact Method: Branch Default (not set)  
 Mobile:   
 Do Not Send SMS  Default Appointment SMS

Practice  
 File#: C67 Pull File:   
 Hosp. UR No:  Clinical Warnings:   
 Usual Branch: Branch 1 (C67)  
 First In:  Last In:   
 Type:  Status:

Family  
 \* Abbott, Gabriel (C67)

Payers  
 Transport Accident Commissi MV \$0.00

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**Account Payer Details**

Current Patient  
 Abbott, Gabriel Current: 0.00 Deferred: 0.00  
 Fund Name:  Patient Fee Type: Motor Vehicle  
 Member N<sup>o</sup>:  UPI:  Fund alias family name:   
 Expiry Date:  Active:  Fund alias given name:

Account Payer  
 Name (Brand): Transport Accident Commission Brand ID: TAC Current: 0.00  
 Category: Motor Vehicle Hold Account:  Deferred: 0.00  
 Default Fee Type: Motor Vehicle Available:   
 Suppress Sensitive Details in Account Reminder:

Postal Address  
  
  
 Suburb/Town:

Tax code override  
 Item setting  
 Include GST  
 Exclude GST

Bank Account  
 Bank:   
 Branch:

Contact Information  
 Name:   
 Position:   
 Contact Phone:

Notes