

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.

Abbott, Gabriel

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

Patient Details

Further Details
Recalls
Notepad
eHealth
Messages

Personal
Family Name: Abbott
Given Name: Gabriel
Preferred Name:
Title:
Date of Birth: 16/11/1958
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
Hosp. UR No:
Usual Branch: Branch 1 (C67)
First In:
Last In:
Type:
Status:
Pull File:
Clinical Warnings:
Family: * Abbott, Gabriel (C67)
Family Links:
Payers: Transport Accident Commissi MV \$0.00

Find Account Payer

Current Patient: Abbott, Gabriel
Fund Name:
Member N°:
Expiry Date:
Active:
Current:
Deferred:
Patient Fee Type:
Fund alias family name:
Fund alias given name:
Account Payer: Name (Brand): Tra Brand ID:
Current:
Delete

Account Payer Selector

	Name	Address Line 1	Address Line 2	Suburb/Town	Phone
1	Transport Accident Commission				

Search Not Available New Select Cancel Help

Branch 1 PDAVIS

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.

