

# Make family member the payer

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Add another person to a patient's record as a payer. This can be a family member or a next of kin, which is a relation of the patient who is not a registered patient (i.e. not part of a Family group).

**Note:** If the patient is a child, the family member added to their record must be a parent or a caregiver.

## Make a family member a payer

To add the family member as the 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 **Family / Next of Kin**.

4. Click **Select**.

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

5. Enter the family name into the field provided and select **Find**.

The **Next of Kin Account Payer Selector** will open.

If the family member is not shown:

- a. Select **New**

- b. Enter the family member's name and create a new record.

6. If the family member is shown, select them.

7. Select **Close**.

The **Family/Next of Kin Account Payer (New Link)** screen will open.

8. Fill in additional details if required.

If they pay using private fees, select the correct fee type.

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

The screenshot shows a patient record for 'Holloway, Andrea'. The 'Family Name' field is highlighted. The 'Account Payer Selector' dialog is open, showing 'Family/Next of Kin' selected. The 'Find Account Payer Details' dialog is also open, showing search criteria. The 'Next of Kin Account Payer Selector' table is visible at the bottom.

File #	Name	DOB	Address	Phone	Status
1	A56 Holloway, Andrea	26/12/1943	5 Kingsley Gr BENOWA 4217		
2	A31 Holloway, Aoul	15/12/1971	1 Kelvin Pl TAHARA 3301		
3	4 Holloway, Mr Knut	19/05/1995	5 Jacob Pl BUGLE RANGES 5251		CUR

## Add a family member

This section explains how to add a family member.

To add a family member:

1. Go to **Patient Details** in the patient's record.
2. Select **Family Links** from the **Family** section.

The **Family Details** screen (shown below) will open.

3. Select **Add Member**.

The **Patient Search** screen will open.

4. **Find the family member** and select **OK**.

A dialog will ask if you want to copy the family member's address and Medicare details.

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

The family member will now appear in the **Family** field.

The screenshot shows the 'Patient Details' window for Andrea Holloway. The 'Family Links' button is highlighted in red. The window includes fields for Personal, Practice, and Family information.

Name	File #	DOB	Home Address Line 1	Home Address Line 2	Suburb
* Holloway, Andrea	A56	26/12/1943	5 Kingsley Gr		BENOWA
Holloway, Aoul	A31	15/12/1971	5 Kingsley Gr		BENOWA

## Remove a NOK Payer

You can remove a payer from the Patient Payers list, for example, if it was added incorrectly.

To remove a payer:

1. Open the patient's record.
2. Under **Payers**, select the payer to disable.
3. Select **Details**.
4. Remove the tick next to **Active**.
5. Select **Close** to save.

The screenshot shows the 'Patient Details' window for Andrea Holloway, with the 'Payers' section expanded. The 'Details' button is highlighted in red. The window includes fields for Personal, Practice, Family, and Payers information.

Name	File #	DOB	Home Address Line 1	Home Address Line 2	Suburb
* Holloway, Andrea	A56	26/12/1943	5 Kingsley Gr		BENOWA
Holloway, Aoul	A31	15/12/1971	5 Kingsley Gr		BENOWA

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