

Add family member a 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 screenshot displays a medical software interface for patient 'Holloway, Andrea'. A 'Find Account Payer Details' dialog box is open, showing fields for Family Name (Hol), Given Name, File #, DOB (//), Gender, Suburb, and Home. Below this, a 'Next of Kin Account Payer Selector' table is visible, listing three entries:

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

Below the table, there are buttons for 'Search Archived and Deceased', 'New', 'Details', and 'Cancel'. A checkbox for 'Show DOB' is checked. At the bottom, there are buttons for 'Delete', 'Print', 'Patient Verification', 'Find', 'Close', and 'Cancel'.

- 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 displays a medical software interface for a patient named 'Holloway, Andrea'. The main window shows various tabs like 'Patient Details', 'Further Details', 'Recalls', etc. A dialog box titled 'Family/Next of Kin Account Payer (New Link)' is open, showing details for a family member named 'Knut Holloway'. The dialog includes fields for 'Current Patient', 'Account Payer' (Family Name, Given Name, Title, Date of Birth, Medicare), and financial information (Current, Deferred, Patient Fee Type, Fund alias family name, Fund alias given name). The 'Current Patient' field is filled with 'Holloway, Andrea'. The 'Account Payer' section shows 'Family Name' as 'Holloway', 'Given Name' as 'Knut', 'Title' as 'Mr', and 'Date of Birth' as '19/05/1995'. The 'Medicare' number is '5950 28614 2 1'. The 'Current' amount is '762.85' and 'Deferred' is '0.00'. The 'Active' checkbox is checked. There are 'Close' and 'Cancel' buttons at the bottom of the dialog.

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.

Barber, Lisa

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: Barber
 Given Name: Lisa
 Preferred Name:
 Title:
 Date of Birth: 5/03/1957
 Gender: F
 Age: 64
 Home: 634 Kingsley Pl
 Suburb: CARRICK 7291
 Preferred Contact Method: Branch Default (not set)

Practice
 File #: 42
 Hosp. UR No:
 Usual Branch: Branch 1 (42)
 First In: 07/06/2021
 Last In: 07/06/2021
 Type:
 Status: Current

Family
 * Barber, Lisa (42)
 Family Links

Family Details

	Name	File #	DOB	Home Address Line 1	Home Address Line 2	Suburb
1	Alexander, Brian	45	3/09/1948	484 Gerhardt Cct		SURFERS PARADISE
2	* Barber, Lisa	42	5/03/1957	634 Kingsley Pl		CARRICK

* Set as Head/Payer Quick Add Member Remove Close Cancel

Pen. Stat. PBS Co-payment NOK Name Relationship

Patient Search

lisa Search

File No.	Name	Date of Birth	Home Phone	Work Phone	Mobile Phone	Address
42	Barber, Lisa	05/03/1957				634 Kingsley Pl, CARRICK 7291
10	LISA, JODIE	15/09/1952				35 DEANNE DR, MCBEATH 6770

Include archived and deceased Include merged Found 2 matching records

Last (F4) New... OK Cancel [Open Classic Search](#)

Delete Print Online PV DVA PV Find Close Cancel