

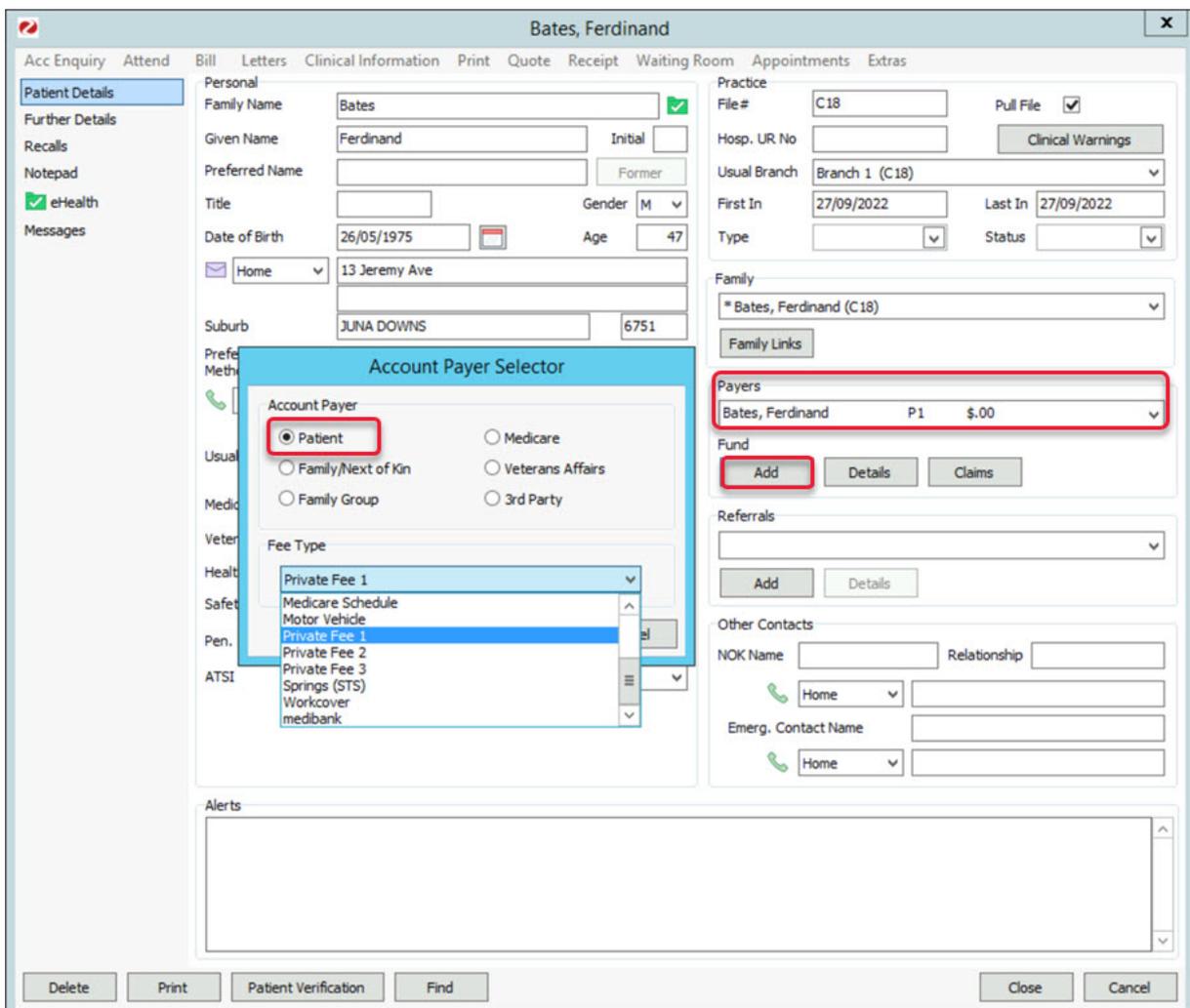
Make the patient the payer

Last Modified on 09/12/2024 1:38 pm AEDT

Set up a patient's record for billing as a private patient. You can also have a **family member** be the payer or a **third party** like the TAC and WorkCover. When a health fund is a payer, the patient is set as the payer but their details provide the health fund details as explained in the **Health fund as payer** guide.

To add the patient 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 Patient.
4. The required Fee Type.
5. Select the **Select** button.
6. Confirm if you want this to be the default payer for new invoices.



The screenshot shows the 'Bates, Ferdinand' patient record interface. The 'Account Payer Selector' dialog is open, with 'Patient' selected under 'Account Payer' and 'Private Fee 1' selected in the 'Fee Type' dropdown. In the background, the 'Payers' list shows 'Bates, Ferdinand' with 'P1' and '\$.00', and the 'Add' button is highlighted with a red box.

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