

Deferred billing (pay later)

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Create deferred invoices for patients and third parties and bill them at the end of each month. The invoices will not be treated as outstanding amounts until they are processed using the Print Deferred Bills feature.

Deferring an invoice

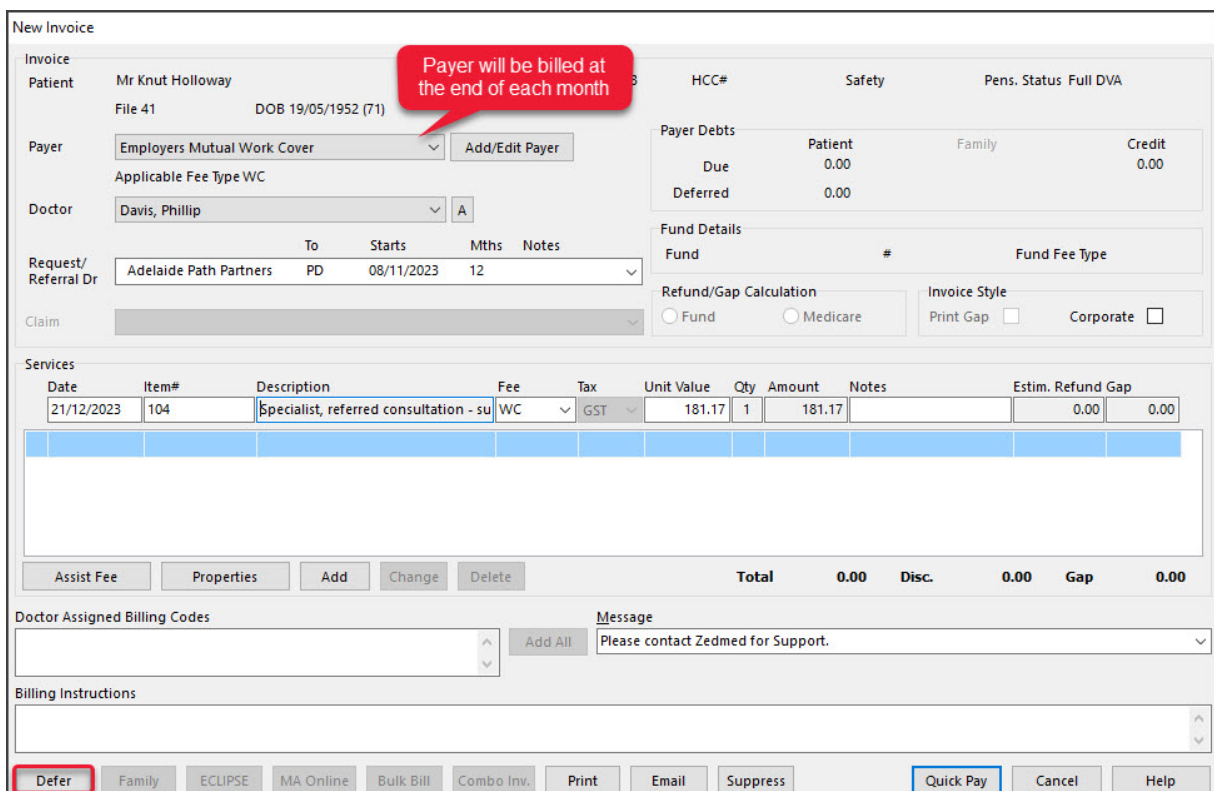
When an invoice is for a payer who is billed monthly, the invoice is deferred. The payer could be the patient or a third party.

To defer an invoice:

1. Follow the normal invoice creation process.
2. Confirm the selected Payer is billed monthly.
3. Select the **Defer** button on the bottom left.

The invoice will close and be saved as a deferred invoice.

This will not count as a debt and will not appear as an outstanding amount in Zedmed's financial reports.



New Invoice

Invoice

Patient: Mr Knut Holloway
File 41 DOB 19/05/1952 (71)

Payer: Employers Mutual Work Cover

Applicable Fee Type WC

Doctor: Davis, Phillip

Request/Referral Dr: Adelaide Path Partners To: PD Starts: 08/11/2023 Mths: 12 Notes:

Claim:

Payer Debts

	Patient	Family	Credit
Due	0.00		0.00
Deferred	0.00		

Fund Details

Fund	#	Fund Fee Type

Refund/Gap Calculation: Fund Medicare

Invoice Style: Print Gap Corporate

Services

Date	Item#	Description	Fee	Tax	Unit Value	Qty	Amount	Notes	Estim. Refund	Gap
21/12/2023	104	Specialist, referred consultation - su	WC	GST	181.17	1	181.17		0.00	0.00

Assist Fee Properties Add Change Delete

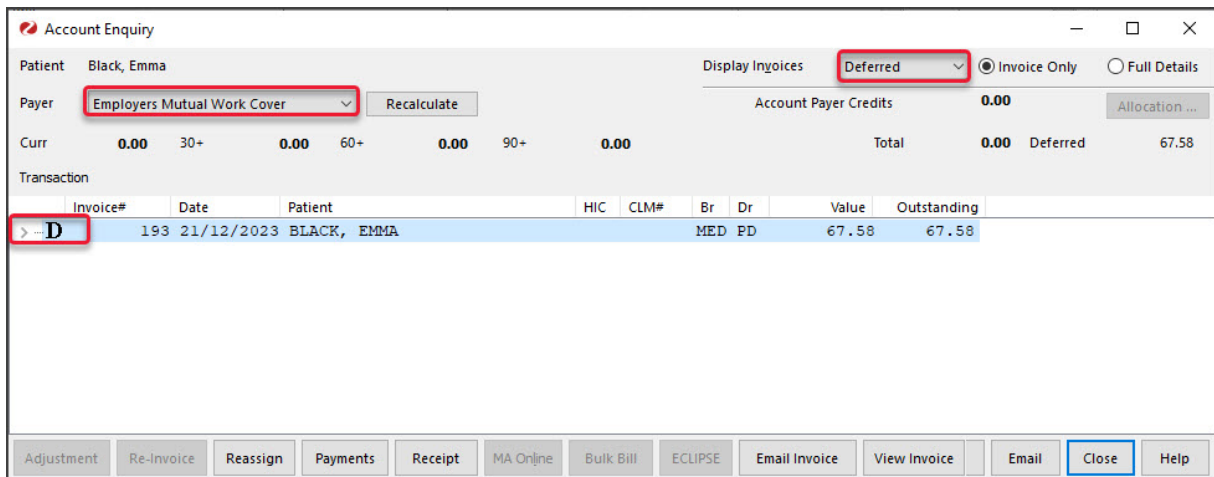
Total: 0.00 Disc: 0.00 Gap: 0.00

Doctor Assigned Billing Codes: Message: Please contact Zedmed for Support.

Billing Instructions:

The invoice will show in the patient's account enquiry with a **D** for deferred.

You can use the **Payer** field and **Display Invoices > Deferred** to display deferred invoices by payer.



Managing deferred invoices

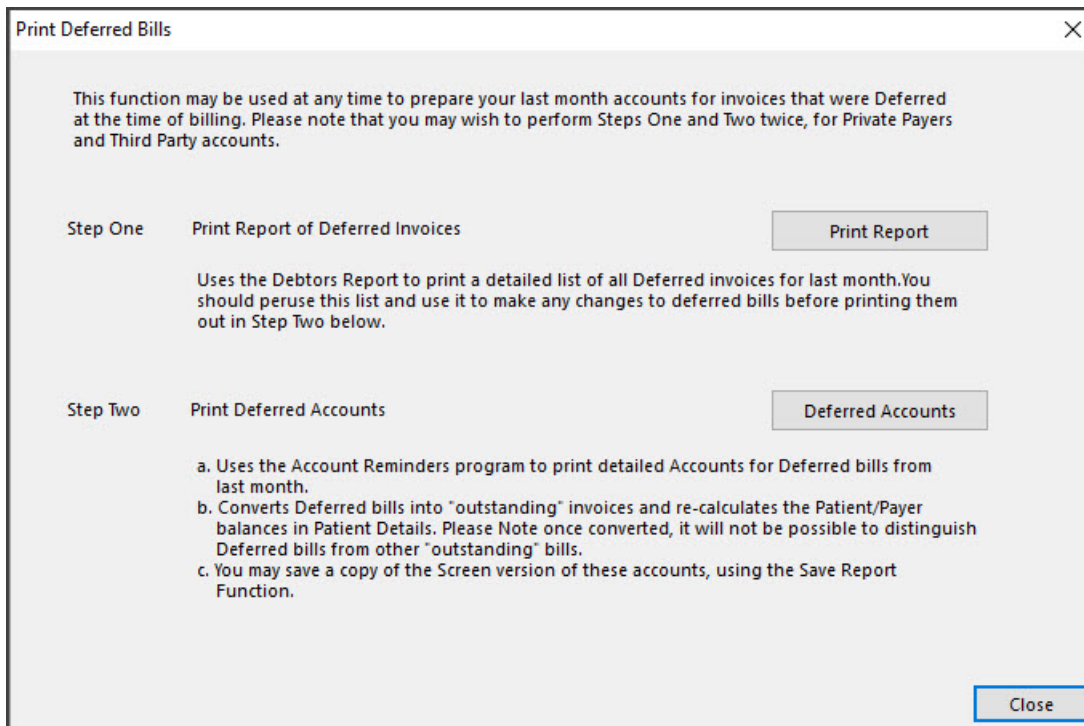
At the end of the month, use Zedmed's **Print Deferred Bills** feature to process the deferred invoices, in two steps.

1. Check all monthly payers' invoices were deferred.
2. Print the invoices and convert them the debts.

You can perform these steps for all payers, or separately for patients and third parties. Once a deferred invoice is converted to a debt, it will appear as an outstanding amount on financial reports, and Zedmed will recalculate the patient/payer balances in a patient's account enquiry. Once this has been done, it cannot be reversed.

To access the **Print Deferred Bills** feature:

1. Select the **Management** tab
2. Select **Debtors > Print Deferred Bills**.



Step 1 - Checking the invoices

In this step, you will compare a deferred invoices report to the **Appointment Report** or **Attendances Report** (recommended as it's a single page) and check each payer's invoices have been created and deferred.

To check the deferred invoices:

1. Open **Print Deferred Bills**.
2. Select **Print Report**.

This will open the **Debtor Report** for deferred invoices. **The default date range will go up to the end of the previous month.**

You can filter by payer, and run the report for private patient and third-party payers separately.

Debtor Report

Style

- Invoice Details and Credits
- Include Item Details
- Include Address Details
- Summary Only
- Credits Only

Data

- Group by patient
- Sub-total for patient
- Held Accounts Only

Criteria

- Payer Type: Private
- Status: Deferred Only
- From: Private
- To: All
- Branch: Test Branch 1
- Doctor: All
- Category: All
- Group: All
- Sub Group: All
- Invoice Date: 01/01/1997 to 21/12/2023
- Ageing Period (days) #1: 30, #2: 60, #3: 90

Print Preview Export Close

3. Review the report and check it against the **Attendance Report**.

Check that the payer's invoices for the month have been created and deferred.

4. Create and defer any missing invoices.

Debtor Report

Criteria		Style
Account Type	All	Invoice Details and Credits
From Payer		
To Payer		
Branch	Test Branch 1	
Doctor	All	Group by
Status	Deferred Only	Patient
Period	01/01/1997 to 21/12/2023	

Account Payer Details					Contact Number					
File#	Patient Name		DOB		Current	30 Day	60 Day	90 Day	Total	Defer
Inv#	Brn	Doc	Accrued	Claim Number						

Third Party Accounts

Employers Mutual Work Cover

41	Holloway, Mr Knut		19-05-1952							
191	MED	PD			0.00	0.00	0.00	0.00	0.00	67.58
22	Jones, Mr Happy		04-12-1964							
192	MED	PD			0.00	0.00	0.00	0.00	0.00	67.58
62	Black, Emma		13-12-1982							
193	MED	PD			0.00	0.00	0.00	0.00	0.00	67.58
Totals for Employers Mutual Work Cover					0.00	0.00	0.00	0.00	0.00	202.74

Totals for Third Party Accounts 0.00 0.00 0.00 0.00 202.74

The report's total will still show a deferred amount, not an outstanding debt.

Report Totals for All Accounts

BRN	NAME	CURRENT	30 Day	60 Day	90 Day	TOTAL	DEFER
MED	Test Branch 1	0.00	0.00	0.00	0.00	0.00	202.74
DOC	NAME	CURRENT	30 Day	60 Day	90 Day	TOTAL	DEFER
PD	Mr Phillip Davis	0.00	0.00	0.00	0.00	0.00	202.74

5. Close the report when you have finished your review.

Step 2 - billing the payer

You can now print out or save the invoices. Doing this will convert the deferred invoices into outstanding amounts (debt). Once the invoices have been converted, they cannot be distinguished from other invoices.

To process the invoices:

1. Open **Print Deferred Bills**.
2. Select **Deferred Accounts**.

This will open the **Deferred Accounts** screen. **The default date range will go up to the end of the previous month.**

The report is run for either private payers or third-party payers.

By default:

- **Private** will print all visits for the patient that month.
- **Third Party** will print all deferred invoices on the same invoice.

3. Review all of the settings carefully.

4. Select **Screen**.

The screenshot shows the 'Deferred Accounts' dialog box. On the left, the 'Style' section has 'Account Reminders' selected, with sub-options for 'Claim Details', 'Referral Details', 'Service Details', 'Notes', and 'Mailing Labels'. Below this is a 'Custom Message' section with three radio buttons for '#1', '#2', and '#3'. The main 'Criteria' section includes fields for 'Payer Type' (set to 'Third Party'), 'First Account Payer', 'Last Account Payer', 'Branch' (Test Branch 1), 'Treating Doctor' (All), 'Invoice Status' (Deferred Only), and 'Invoice Date' (01/01/1997 to 30/11/2023). There are several checkboxes for printing options like 'Print Standard Header', 'Print Remittance Advice', 'Print Held Accounts', etc. At the bottom, there are buttons for 'Print', 'Screen', 'Close', 'Cancel', and 'Help'. The 'Screen' button is highlighted with a red box.

The invoices will open.

This example is for a third party and shows the first of 3 invoices for that month.

5. Use the menu to print out the invoices or save them in PDF format.

6. **Important:** Check that you have successfully printed or saved all the required invoices.

Once you have closed the Deferred invoices, you can not access them again.

Print Date:21/12/2023

Employers Mutual Work Cover

Tax Invoice

Patient
Holloway, Mr Knut
 5 Jacob Pl BUGLE RANGES 5251

Inv.#	Patient	Provide Referral Details	Prov. # Description/Notes	File # Item # Item Date GST	Invoice Total Fee Balance
191	Mr Knut Holloway	Mr Phillip Davis	2408261F Referred by: Adelaide Path Partners On 08/11/2023 For 12 months Sageg Patient's Medicare #: 59502861421 Patient's DoB: 19/05/1952 professional attendance by a general pra	41 23 21/12/202	67.58 67.58

Total GST 0.00 **Total 67.58**

REMITTANCE ADVICE Test Branch 1, Level 3, 60 Albert Road SOUTH MELBOURNE 3205

Please return with your payment Account Employers Mutual Work Cover 21/12/2023

If paying by credit card, please complete: Patie 41 Mr Knut Holloway

VISA ___ Mastercard ___ AMEX ___ Total 67.58 Amount Paid: _____

Name of holder: _____ Expires: ____/____/____

Card number: _____ CWV Signature: _____

This Account is related to Invoice Nos : 191

Page: 1

7. Select **Close**.

8. Review and confirm the dialog.

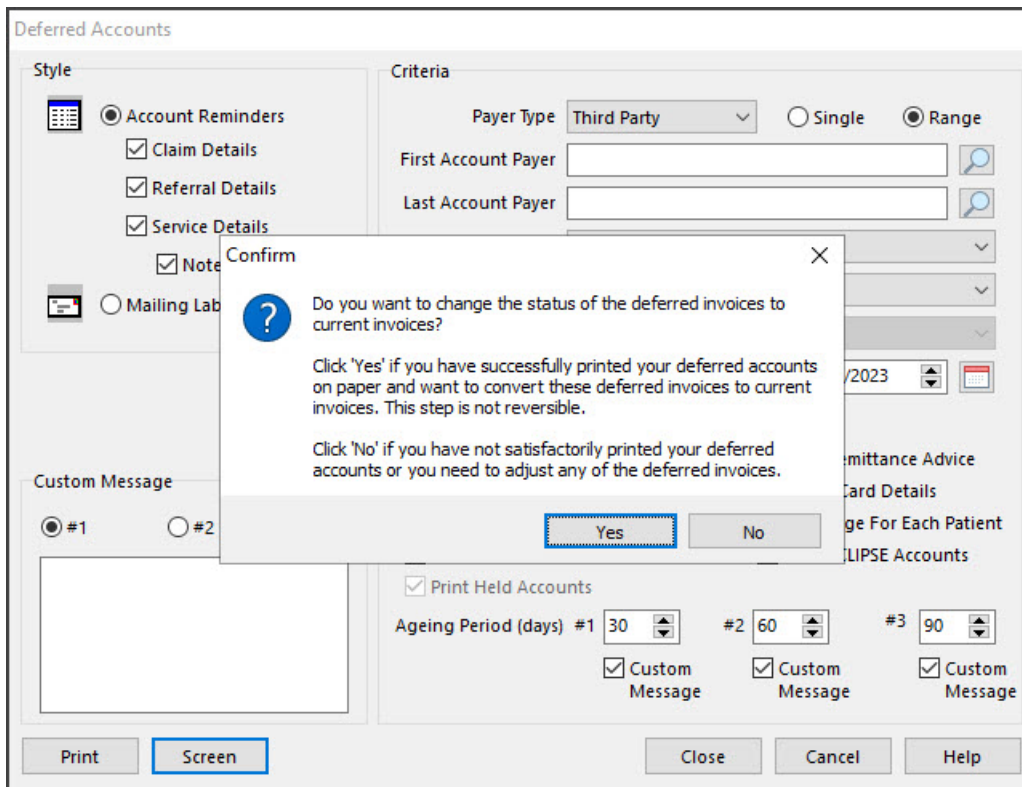
When you select **Yes**, the invoices will be converted into current invoices with an amount owing (debt).

This cannot be reversed.

9. Select **OK** on the information dialog.

10. Select **Close** on the **Deferred Accounts** screen.

11. The invoices can now be distributed by post, fax or email.



The patient's account enquiry will display the invoice as an amount outstanding.

Invoice#	Date	Patient	HIC	CLM#	Br	Dr	Value	Outstanding
I 193	21/12/2023	BLACK, EMMA			MED	PD	67.58	67.58

Receipting an invoice paid at a later date.

To receipt the invoice:

1. Open the patient's details screen.
2. Select **Acc Enquiry**.
3. Select the **Payer** from the drop-down.
4. Select the relevant invoice.
5. Select the **Receipt** button at the bottom.

This will open the **Receipt Payment** screen.

6. Check the correct **Banklist** is selected for the doctor.
7. Select the payment method used.
8. Select **Allocate**.

This will return you to the **Acc Enquiry** screen.

9. Select the invoice
10. Select **Fully Receipt**.
11. Select **Close**.

12. Respond to the **Print** dialog to print or close.

The screenshot displays the 'Account Enquiry' window with a 'Receipt Payment' dialog box open. The dialog box is titled 'Receipt Payment' and contains the following information:

- Patient: Mr Knut Holloway
- Payer: Medicare
- Due: 1136.70
- Deferred: 0.00
- Credits: 2242.55

The 'Payments' section includes a table with the following columns: Format, Name, Bank, Branch, Number, Banklist, and Amount.

Format	Name	Bank	Branch	Number	Banklist	Amount
MC Cheque	Medicare	Reserve Bank		Mr Knut Holloway	BNK	1136.70

Below the table, there are radio buttons for 'Family Due' and 'Patient Due' (selected). The 'Payment Total' is 0.00, and the 'Amount Due' is 1136.70. The 'Balance' is 1136.70.

At the bottom of the dialog box, there are buttons for 'Combo Inv.', 'Email', 'Allocate', and 'Cancel'. The 'Allocate' button is highlighted with a red box.

The main window shows the following account details:

- Patient: Holloway, Knut
- Display Invoices: Outstanding
- Invoice Only (selected)
- Full Details (unselected)
- Payer: Medicare
- Recalculate button
- Account Payer Credits: 2242.55
- Allocation ... button
- Curr: 898.20 30+ 238.50 60+ 0.00 90+ 0.00
- Total: 1136.70
- Deferred: 0.00

At the bottom of the main window, there are buttons for 'Adjustment', 'Re-Invoice', 'Reassign', 'Payments', 'Receipt' (highlighted with a red box), 'MA Online', 'Bulk Bill', 'ECLIPSE', 'View Claim', 'Print', 'Email', 'Close', and 'Help'.