

## Manually receipt an ECLIPSE payment for a voided invoice

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For ECLIPSE billing, the patient is the payer with the health fund added to their details.

When payments are received for ECLIPSE claims, a single Payment ID may cover invoices for multiple patients. If a payment has been received for a voided invoice and it is a valid payment, the Manually Receipt functionality in the Claims screen will only be used to receipt the payment for that voided invoice. The remaining invoices within the Payment ID must be received individually against each patient's Account Enquiry.

## Quickstart guide

Create replacement invoice:

- 1. Go to Zedmed's Management tab.
- 2. Select Claims.
- 3. Select the **Payments** tab.

| aims Payment | ts         |                 |                          |                     |           |              |        |                    |              |               |        |
|--------------|------------|-----------------|--------------------------|---------------------|-----------|--------------|--------|--------------------|--------------|---------------|--------|
|              |            |                 |                          |                     |           |              |        |                    |              |               |        |
| om 9/03/2    | 2022 🔲 🔻   | Payer           | <all></all>              | ~                   | Show New  | Payme        | ent ID | Inv                | voice No.    |               |        |
| 1/08/2       | 2022 🗐 🔻   | Treating Doctor | r <all></all>            | ~                   | Show Rece | pted Claim I |        |                    |              |               |        |
| Payment ID   | Payment Da | te Status F     | Payer / Branch           | Run Number / Doctor | Paid      | Outstanding  | BSB    | Acc. No. / Patient | Account Name | Remittance ID | Trans. |
| 20624        | 17/03/2022 | New             | Department of Veterans   | 501                 | \$409.60  | \$409.60     | 062290 | *****6789          | DR FULLER    |               | DVA-2  |
| 20625        | 17/03/2022 | New             | Department of Veterans   | 501                 | \$80.30   | \$80.30      | 062290 | *****6789          | DR EASON     |               | DVA-2  |
| 0 20711      | 23/03/2022 | New             | Medicare Australia       | 801                 | \$115.40  | \$115.40     | 062290 | *****6789          | DR EASON     |               | BB20   |
| 0.0742       | 24/03/2022 | New             | Medicare Australia       | 802                 | \$39.10   | \$39.10      | 062290 | *****6789          | DR FULLER    |               | BB20   |
| 0 20743      | 24/03/2022 | New             | Medicare Australia       | 802                 | \$77.20   | \$77.20      | 062290 | *****6789          | DR EASON     |               | BB20   |
| 20752        | 25/03/2022 | New             | Department of Veterans   | 509                 | \$45.00   | \$40.95      | 062290 | *****6789          | DR FULLER    |               | DVA-2  |
| 20745        | 25/03/2022 | New             | Medicare Australia       | 803                 | \$80.95   | \$80.95      | 062290 | *****6789          | DR EASON     |               | BB20   |
| 21935        | 10/04/2022 | New             | Mock Health Fund Pty Ltd | TSTADV123           | \$35.18   | \$35.18      | 002913 | *****6789          | Dummy Healt  | TSTADV123     | AAA9   |

- 4. Expand the applicable **Payment ID** with the voided invoice and take a screenshot or use the Print Report button.
- 5. Open the patient who had the cancelled invoice.
- 6. Using the Bill menu, create a replacement invoice using the details (service date, items) of the original invoice.
- 7. Suppress the invoice
- 8. In Acc Enquiry, note the invoice number you have just created

## Manually receipt the payment:

- 1. Go to Zedmed's Management tab.
- 2. Select Claims.
- 3. Select the **Payments** tab.
- 4. Expand the applicable Payment ID with the voided invoice
- 5. Select Manually Receipt

- 6. On the dialog box choose Select Patient as the payer
- 7. Search the patient
- 8. On the Manual Receipt screen, select Direct Deposit
- 9. The **Amount** field will display the full amount of the Payment ID, **change this** to reflect just this patient's payment
- 10. Select Add
- 11. Select Allocate
- 12. On the Allocation screen, find the newly created invoice and select Fully Receipt.
- 13. If a dialog appears asking to allocate remaining credits, select No.

| Claim Status                                                                                                                                                                                                                           | _ <b>D</b> X                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Refresh     Default View     Expand All     Collapse All     Reconcile Payments     Manually Receipt                                                                                                                                   | Manually Associate Receipts      |
| aims Payments                                                                                                                                                                                                                          |                                  |
| rom 14/09/2022 🔍 🗸 Payer <a href="https://www.ewenderstation.org">Payer</a> <a href="https://www.ewenderstation.org">ALL&gt;</a> <a href="https://www.ewenderstation.org">Payer</a> <a href="https://www.ewenderstation.org">Payer</a> | it ID Invoice No.                |
| o 21/09/2022 Manual Receipt                                                                                                                                                                                                            |                                  |
| Payment ID Payer Medicare Due 4660, 10 Deferred 0.00                                                                                                                                                                                   | 0 Credits 244.50 nittance ID     |
| ☐ 23173 Payments<br>↓ Inv, 40082 Format Name Bank Branch Detail                                                                                                                                                                        | Banklist Amount Pay Date Ref Num |
| Z3174 Direct Deposit v Modk Health Fund Pty Ltd Reserve Canberra                                                                                                                                                                       | BNK V 181.25 25/08/2022          |
| Inv. 40083<br>☐ 23183 1. Cash 2. Cheque 3. MC Cheque Tyro Eftpos                                                                                                                                                                       | Add Change                       |
| Inv. 40085 4. Card 5. Eftpos 6. Direct Deposit 7. Credits Tyro EasyC                                                                                                                                                                   | Claim                            |
| □ Inv. 7<br>2 23184                                                                                                                                                                                                                    |                                  |
| Inv. 1100                                                                                                                                                                                                                              |                                  |
|                                                                                                                                                                                                                                        |                                  |
| - Inv. 40089<br>⊐ [] 23185                                                                                                                                                                                                             |                                  |
| L Inv. 40088                                                                                                                                                                                                                           | Payment Total 0.00               |
| □ 23190<br>└──Inv. 7                                                                                                                                                                                                                   | Amount Due 181.25                |
| 1114. P                                                                                                                                                                                                                                | Balance 181.25                   |
|                                                                                                                                                                                                                                        |                                  |
|                                                                                                                                                                                                                                        |                                  |
|                                                                                                                                                                                                                                        |                                  |
|                                                                                                                                                                                                                                        |                                  |
|                                                                                                                                                                                                                                        |                                  |
| Combo Inv. Email Allocate                                                                                                                                                                                                              | Cancel                           |
| rint Report Show Report                                                                                                                                                                                                                | Close                            |

The remaining payments in the Payment ID will need to be receipted against each individual patient. Using the printed report:

- 1. Search the next patient and open their Acc Enquiry.
- 2. Ensure the patient is the Payer top left of the screen.
- 3. Select Receipt.
- 4. On the Receipt Payment screen, select **Direct Deposit**.
- 5. Change the amount to reflect just this patient's payment.
- 6. Select Add.
- 7. Select Allocate.
- 8. Locate the invoice and select Fully Receipt.

Use the steps above to manually receipt the remaining patient invoices in the Payment ID.