

Manually receipt an ECLIPSE payment for a voided invoice

Last Modified on 08/03/2024 2:12 pm AEDT

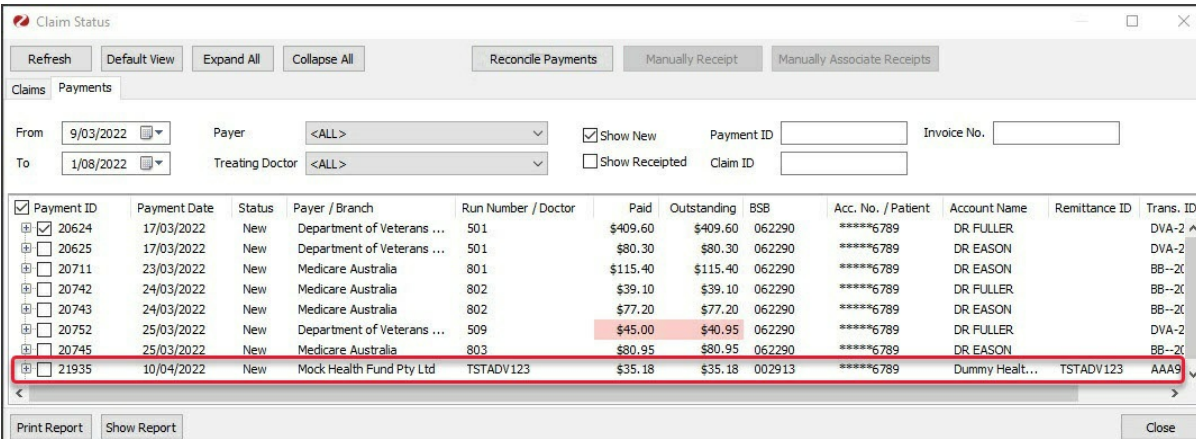
For ECLIPSE billing, the patient is the payer with the health fund added to their details.

When payments are received for ECLIPSE claims, a single Payment ID may contain 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 will need to be receipted 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.



The screenshot shows the 'Claim Status' window with the 'Payments' tab selected. The window includes filters for 'From' (9/03/2022) and 'To' (1/08/2022), and dropdowns for 'Payer' and 'Treating Doctor' (both set to '<ALL>'). There are checkboxes for 'Show New' and 'Show Received'. The main table lists payments with columns: Payment ID, Payment Date, Status, Payer / Branch, Run Number / Doctor, Paid, Outstanding, BSB, Acc. No. / Patient, Account Name, Remittance ID, and Trans. ID. The row for Payment ID 21935, dated 10/04/2022, is highlighted with a red box. Below the table are 'Print Report' and 'Show Report' buttons, and a 'Close' button in the bottom right corner.

Payment ID	Payment Date	Status	Payer / Branch	Run Number / Doctor	Paid	Outstanding	BSB	Acc. No. / Patient	Account Name	Remittance ID	Trans. ID
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
20711	23/03/2022	New	Medicare Australia	801	\$115.40	\$115.40	062290	*****6789	DR EASON		BB--2
20742	24/03/2022	New	Medicare Australia	802	\$39.10	\$39.10	062290	*****6789	DR FULLER		BB--2
20743	24/03/2022	New	Medicare Australia	802	\$77.20	\$77.20	062290	*****6789	DR EASON		BB--2
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		BB--2
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 screen shot 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**.

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 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.