

Manually Associate Receipts

Last Modified on 03/06/2024 9:39 am AEST

In some scenarios, you may need to use your own receipt. For example, if the remittance advice was posted or emailed to the practice instead of being sent to Zedmed. You will need to create a receipt in Zedmed for the remittance advice, and enter that receipt number into the **Receipt IDs** field.

Caution: This option is for a physical receipt that needs to be entered into Zedmed so you can associate it with an invoice.

To associate your own receipt:

1. Go to Zedmed's **Management** tab.
2. Select **Claims**.
3. Select the **Payment** tab.
4. Locate the invoice you received the posted remittance for.
5. Note down that invoice's number.
6. Go to Zedmed's **Management** tab.
7. Select **Debtors > Find Invoice**.
8. Enter the invoice number.
9. Select **Find**.

This will show the invoice in the patient's Account Enquiry screen.

10. Select **Receipt** from the bottom menu.

The **Receipt Payment** screen will open.

11. Note the receipt number.
12. Select **Add**.
13. Select **Allocate**.
14. Select **Fully Receipt**.
15. Select **Close** to exit.

Receipt Payment

C49 Talia Simkins

Payer: Medicare Due: 108.90 Patient Family Deferred Patient Family Credits 0.00 78.20

Payments

Format	Name	Bank	Branch	Number	Banklist	Amount
EFT					BNK	108.90

1. Cash 2. Cheque 3. MC Cheque Tyro Eftpos Add Change

4. Card 5. Eftpos 6. Direct Deposit 7. Credits Tyro EasyClaim

Payment Total 0.00

Family Due Patient Due Amount Due 108.90

Balance 108.90

Combo Inv. Email Allocate Cancel

16. Return to the **Claim Status Payment** tab.

17. Locate and select the invoice.

It will show \$0 outstanding.

18. Select **Manually Associate Receipts**.

19. Enter the number of the receipt you created into the **Receipt IDs** field.

20. Select **OK**.

Claim Status

Refresh Default View Expand All Collapse All Reconcile Payments Manual Receipt **Manually Associate Receipts**

Claims Payment

From: 3/02/2022 Payer: <ALL> New Payment ID: Invoice No:

To: 10/02/2022 Treating Doctor: <ALL> Received Claim ID:

Payment ID	Payment Date	Status	Payer / Branch	Run Number / Doctor	Paid	Outstanding	BSB	Acc. No. / Patient	Account Name
<input checked="" type="checkbox"/> 19743	3/02/2022	New	Medicare Australia		\$75.75	\$105.30			
Inv. 10858			MED	Igor Fuller	\$75.75	\$105.30		Adamson, Liam	
<input type="checkbox"/> 19766	3/02/2022	New	Medicare Australia		\$30.10	\$30.10			
<input type="checkbox"/> 19780	3/02/2022	New	Medicare Australia		\$30.10	\$30.10			
<input type="checkbox"/> 19781	3/02/2022	New	Medicare Australia		\$30.10	\$30.10			
<input type="checkbox"/> 19746	3/02/2022	New	Medicare Australia		\$30.10	\$30.10			
<input type="checkbox"/> 19741	3/02/2022	New	Medicare Australia		\$30.10	\$30.10			
<input type="checkbox"/> 19801	4/02/2022	New	Medicare Australia		\$30.10	\$30.10			
<input type="checkbox"/> 19782	4/02/2022	New	Medicare Australia		\$30.10	\$30.10			
<input type="checkbox"/> 19810	7/02/2022	New	Medicare Australia		\$30.10	\$30.10			
<input type="checkbox"/> 19802	7/02/2022	New	Medicare Australia	769	\$265.45	\$0.00	062290	*****6789	DR FULLER
<input type="checkbox"/> 19803	7/02/2022	New	Medicare Australia	769	\$38.60	\$0.00	062290	*****6789	DR EASON
<input type="checkbox"/> 19850	8/02/2022	New	Medicare Australia		\$39.10	\$36.30			
<input type="checkbox"/> 19842	8/02/2022	New	Medicare Australia	770	\$39.10	\$0.00	062290	*****6789	DR FULLER
<input type="checkbox"/> 19946	9/02/2022	New	Department of Veterans ...	465	\$90.00	\$0.00	062290	*****6789	DR BOYKIN
<input type="checkbox"/> 19863	9/02/2022	New	Medicare Australia	771	\$78.20	\$36.30	062290	*****6789	DR FULLER
<input type="checkbox"/> 19948	10/02/2022	New	Medicare Australia	772	\$123.85	\$0.00	062290	*****6789	DR FULLER
<input type="checkbox"/> 19949	10/02/2022	New	Medicare Australia	772	\$78.20	\$0.00	062290	*****6789	DR BOYKIN

Manually associate receipts

Receipt IDs: Enter receipt IDs comma separated (e.g. 1234,5678,9876)

OK Cancel

Close