

# Set up Banklists and OLA

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Update practice and practitioner bank accounts to support Payment Gateway, and for practices using OLA, configure the Credit Card options.

## Configure Zedmed Bank Accounts

Add a bank account holder's Tyro (Payment Gateway) information to their bank account in Zedmed.

### Requirements:

- The bank account owner's Tyro API password. This is created in their Tyro account. See the [Create Tyro API password guide](#).
- The bank account owner's Tyro Merchant ID (MID), which is emailed to them when their Tyro account is created
- Check each doctor has the correct Bank List selected in [Doctors Details](#) to ensure bank accounts are assigned correctly.

### Steps:

1. Select **Practice Setup > Practice**.
2. Select the **Bank Accounts** tab.
3. Select the **Name** of the bank account from the drop-down.
4. Under **Payment Gateway**
  - Enter the MID in the format Tyro\_XXXXXX
  - Paste the Tyro API password created and copied from the account holder's eCommerce account.
5. Select **Close** to save and exit.

Repeat these steps for each bank account.

### Optional: Reporting Password and Surcharge (1.85%):

Only required if the practice is using the [ePayment Reconciliation Report](#) (requires a [Reporting API Password](#)).

## Configure Appointment Type payment options (if using OLA)

Configure the payment card options supported for each practitioner by Appointment Type.

To configure Payment Gateway Availability:

1. Open **Appointment Types** (Practice setup>Appointments).
2. Select the first **Appointment Type** to configure.
3. Tick **Credit Card token required**.

The payment options for each practitioner will become available.

Remove the **Credit Card Required** tick for practitioners who do not want patients to be asked for card information.

4. **Estimated Billing Amount (optional).**

This field allows the practice to display the estimated appointment cost when the patient books an appointment.

- If you want the estimated appointment cost to display when an appointment is booked, enter the amount.
- If a doctor has their own appointment cost, enter it into the **Estimate Amount** field next to the doctor.
- If these fields are blank, no message will be displayed

5. **Bulk Billing exemptions.**

Tick the box by the allowed exemption for pension and DVA card holders. They will not be asked for payment details in OLA.

At the Yes/No prompt:

- Select **Yes** if the exemptions apply to the entire practice, and all doctors will be ticked.
- Select **No** if it is per doctor and tick next to the names of doctors accepting the exemptions.

6. **Age Range exemptions.**

Tick the box and enter the age range to exempt qualifying patients from being asked for payment details OLA.

E.g enter 10 if the child must be 9 or younger and 65 if the patient must be 66 or older.

At the Yes/No prompt:

- Select **Yes** if the exemptions are for the whole practice and all doctors will be ticked.
  - Select **No** if it is per doctor, and tick next to the names of doctors accepting the exemptions.
7. Select the next Appointment **Type Name** that uses Payment Gateway and repeat the steps above.
  8. Select **Close** to save and exit.

Appointment Types

Standard Consultation  
Long Consultation  
New Patient  
Review Consultation  
Immunisation - Linked  
Immunisation  
Covid shot  
Test 2  
Test 1  
Surgical procedure

Type Name: Standard Consultation  
Type Code: C7  
Default Duration: 00:10 Hrs  
Sample Text  
Text: Black  
Background: Custom ...

☐ Unavailable  
☐ Linked Appointment  
☒ Surgical Procedure  
☒ Available Online  
Available to:  
☐ Only New Patients  
☒ Only Existing Patients  
☐ Both New and Existing Patients  
☐ Referral Letter Required

Online Appointment Billing Defaults  
Estimated Billing Amount \$  
☒ Credit Card token Required  
Bulk Billing Available Exemptions  
☐ Pension/HCC  
☐ Full DVA  
☐ Limited DVA  
Age Range  
☒ Children aged under 10  
☒ Seniors aged over 65

Per Doctor Overrides:

Doctor	Duration	<input checked="" type="checkbox"/> Available Online	Estimated Amount	<input checked="" type="checkbox"/> Credit Card Required	<input type="checkbox"/> Pension/HCC Exemption	<input type="checkbox"/> Full DVA Exemption	<input type="checkbox"/> Limited DVA Exemption	<input type="checkbox"/> Child Exemption	<input checked="" type="checkbox"/> Seniors Exemption
Grenville Howell		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Danni Hatcher		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ccc Pds Vendor		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WARREN HEDRICK		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRACE HERMAN		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phillip Davis		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AUGUSTUS EASON		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GAYE JACKSON		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Delete New Close Cancel