

# 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:

- o Select **Yes** if the exemptions are for the whole practice and all doctors will be ticked.
- o 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

Text: Sample Text

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 checked="" type="checkbox"/> Child Exemption	<input checked="" type="checkbox"/> Seniors Exemption
Grenville Howell		<input checked="" type="checkbox"/>	<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 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 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 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 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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Delete, New, Close, Cancel