

Make a health fund the payer

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Make a Health Fund the default Payer on a patient's record. This is recommended for specialists and practices that do ECLIPSE billing. The Health Fund will show as the payer on billing reports rather than the patient.

To make a Health Fund the payer:

1. Locate the patient and open their record.

To learn more, see the Find a patient's record article.

2. Under Payers, select Add.

The Account Payer Selector will open.

- 3. Select Third Party.
- 4. Click Select.

Patient Details	Personal	20			Practice	-	-		
Further Details	Family Nam	e Black		\sim	File#	62	Pull File 🗸	1	
Recalls	Given Nam	e Emma		Initial	Hosp. UR No		Clinical V	Warnings	
Notepad	Preferred Nam	e		Former	Usual Branch	Test Branch 1 (62)		~	
🔽 eHealth	Tit	le	Se	x at Birth F 🗸	First In	29/11/2022	Last In 24/09	/2024	
Messages	Pronour	15	~		Туре		Status Curre	ent 🗸	
	Date of Bir	h 13/12/1982		Age 41	Family				
	Hor Account Payer Selector				* Black, Emma (62)			~	
	Acco	unt Payer		Family Links					
	Preferre OI	Patient Medicare Family/Next of Kin Veterans Affairs			Payers				
					Black, Emma	Black, Emma IF2 \$95.00			
	S Hon OI	Hon O Family Group 2 3rd Party				Fund			
	Fee T	Fee Type				Details	Claims		
	~			~	Referrals				
						Adelaide Path Partners 02/10/23 12 Mths 🗸			
			3 Select	Cancel	Add	Details			
	Health Ca	re	Exp		Other Conta				

The Find Account Payer screen will open.

- 5. In the Name(Brand) field, enter the health fund's name. For example, BUPA.
- 6. Select Find.

The Account Payer Selector screen will open.

7. Select the payer, then the **Select** button.

	nt						
	Black, Emma	a		Current		Deferred	
Fund Name				Patient Fee Ty	ype		\sim
Member N°			UPI	Fund alias fa	mily name		
Expiry Date			Active	Fund alias gi	ven name		
Account							
Name (Brand)	Bupa		yer Selector				
Category		3 Nam			Address Line 1	Address Line 2	Sub
Default Fee Type		Bup	a				
Postal Addres	s						
Suburb/Town							
	mation						
Suburb/Town Contact Inforr Name	mation						
Contact Inform	nation	Sea	arch Not Available			New 4 Se	lect
Contact Inforr Name	nation	Sei	arch Not Available	PDAVIS		New 4 Se	lect

The Account Payer Details screen will open.

8. Complete the two mandatory fields: Fund Name and Member Number.

Also, add a **UPI** if there are multiple family members on the card.

Current Patien	t				24	
	Black, Emma		Current	0.00	Deferred	0.00
Fund Name	Bupa		Patient Fee Type		BUPA No Gap	~
Member N°	11223344	UPI	Fund alias fami	ly name		
Expiry Date	V_/ 🗖	Active 🗹	Fund alias give	n name		
ccount Payer						
Name (Brand)	Bupa		Brand ID	BUP	Current	351.5
Category	Insurance Company		Hold Account		Deferred	0.0
Default Fee	BUPA No Gap	~	Available		Account Reminder	

9. Select **Close** to save.

The Health Fund will be added as the default payer.