

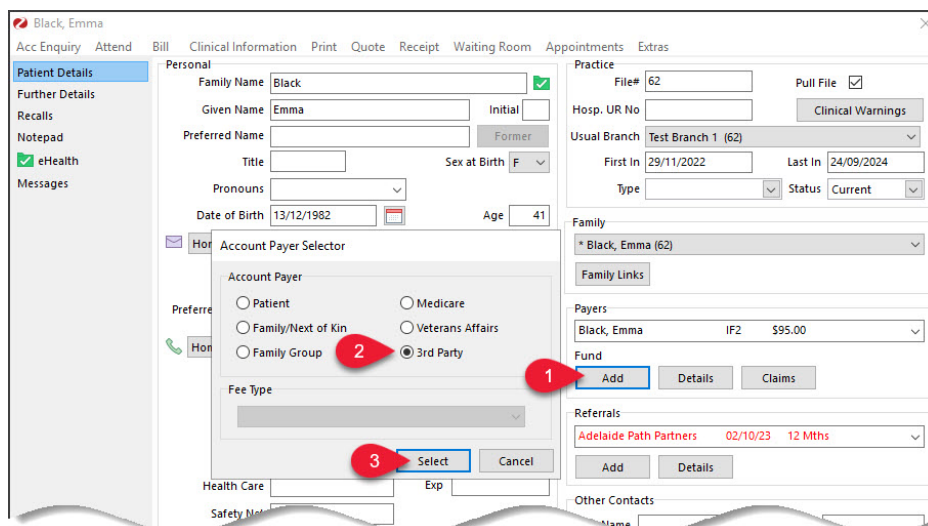
Make a health fund the payer

Version: 1.00 | Last Modified on 22/05/2025 10:23 am AEST

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**.



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.

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.

9. Select **Close** to save.

The Health Fund will be added as the default payer.