

Make a health fund the payer

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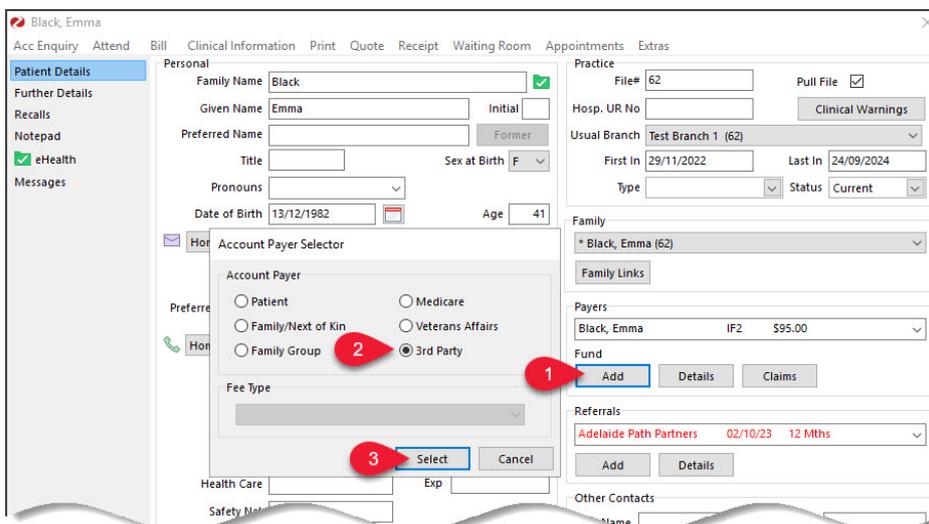
Make a Health Fund the default Payer on a patient's record. This is recommended for specialists and practices that do ECLIPSE billing. The Health Fund will show as the payer on billing reports rather than the patient.

Prerequisites

- If the fund does not exist in Zedmed, it must be added as per the [Create a new payer guide](#).
- The ECLIPSE schemes must also be added to any specialists, as per the [fund's ECLIPSE scheme guide](#).

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 screenshot shows the Zedmed software interface for a patient record. The 'Account Payer Selector' dialog box is open, allowing the user to choose an account payer. The '3rd Party' option is selected. The 'Add' button is highlighted with a red circle and the number 1. The 'Select' button is highlighted with a red circle and the number 3. The 'Family Name' field is highlighted with a red circle and the number 2.

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**.
9. The UPI (Unique Patient Identifier) is the patient's position on the membership card.

Add the patient's **UPI** if there are multiple family members on the Health Fund card.

By default, Zedmed will use 1.

10. Select **Close** to save.

The Health Fund will be added as the default payer.