

# **Branch Options screen**

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# This article provides an overview of the key settings in the **Branch Options** screen.

Reception	Management				
Reception		General Default Encounter Sheet	Chan doub En courtes Chant	File Numbering	
	Practice Details			System	O RACGP O None
Claims		Default Account Holder	Private	Vaiting Room	Ann cintment Time
	Practice	Default Bank Account	Albert Road MC Bank Account		
Debtors	Bank Accounts	Invoice Header	Customized	Default Filter	Not Billed
	Departments	Assignment Form Type	A4 \\	Default Lookback	-8 Long waiting (Mins) 30
3rd Party Batch	Integrations Claiming Configuration	Remittance Advice on Invoices Accept Credit Cards Accept AMEX			
Reports		Print Medicare Claim Form	ns Medicare $\vee$	SMS Setting Provider	SMS Sender
		Default Print Encounter SI	heet 🗌 Default Print Case Label	ZEDSMS	
		Default Print Proforma Show Appt. Recall			
Practice Setup		Allow Cash Out	🗹 Assistant Billing	User Name zedde	evteam@zec Password •••••••
		Print Gap	Always defaults Medicare gap	2-Way SMS	
WP Setup		Day Surgery Link Fill in program name ie .\ePPHCxxxx.exe		MS	
		Default Preferred Contact Me	ethod 🗸	Enable Auto-Ca	ncel of Appointments
		Use Classic Patient Search	Edit Archived Patients		
Messages		(Including Make Appointments)		Add Referral Doctor to Clinical's Other Clinicians	
Stock Management		MC Plus Items Using 10	0990 64990 74990		
		Auto Include Incentive (10	1997)		
		Enable Stock Managemen	t System		
		Direct Bill and DVA	Export Bulk Billing Batch	MA Online Overwrite Lo	ocation
		Patient Claims	tive realtime	Minor ID Ce	rtificate Directory
		ECLIPSE			
		Edit Texts 🔻 Appt. Con	firmation Invoice Message	Email Setup	Help Clos
Morrage of		Add New Edit Name	Options Delete	Payment Types Online	Appointment Details

#### **Default Account Holder**

Controls whether a Medicare Bulk-bill account payer link will be created automatically when a patient is registered for the first time.

# **Default Bank account**

Nominates the Bank Account report that receipts will be listed on if no other Banking List is specified. You must create a Banklist first before you can make this entry.

#### **Invoice header**

Refers to the heading at the top of each private invoice, which can be created by Zedmed Office automatically for each Doctor/Branch, or maybe Customised using the Practice Setup/Doctor/Invoice Header function to create a special heading for each Doctor/Branch. See Stationery samples in the Appendix.

#### Assignment Form Type

Selects whether the practice uses Medicare-supplied, carbonised sets of DB4 forms printed by a matrix printer, or the Zedmed Medicare Australia approved A4 plain paper version for MA Online.

# **Remittance Advice on Invoices**

Prints a section at the bottom of the invoice, which may be torn or cut off and returned with a payment, simplifying the identification of the patient and the allocation.

# **Print Medicare Claim Forms**

Zedmed Office can print an Invoice and optionally a Medicare Claim form (PC1) on two separate printers (or one dual bin laser printer), or a combined Invoice/PC1 form which is called an Invoice-Claim Combo form, which may be purchased from Zedmed.

# **Default Print Encounter Sheet**

Case Label and Medicare Proforma automate the create Attendance Form function, printing either or both documents when the Patient Attendance form is completed.

# **Assisted Billing**

When enabled, a bill can be created for a doctor that assisted another doctor in a procedure. The assisting doctor can create their own invoice or be included on the main doctors/surgeon's invoice and get reimbursed at a later date. To learn more, ass the Assisted Billing Guide.

# Allow Cash Out

When activated, this provides the option to give Cash Out at the time of performing an EFTPOS receipt.

# Invoice Message

Permits creation and editing of a message that appears on accounts for that branch.

If the **File Numbering** system is set to System, sequential numbers will be allocated for each new patient, who is registered. If it is set to RACGP, then Alphanumeric file numbers (based on the first three letters of the surname, first initial, and year of birth) will be generated when first registering a patient, but these may be changed to RACGP Family style numbers by selecting the icon beside the File Number in the Patient Details screen.

# Waiting Room

Control the selection and sequence of patients displayed in the Waiting Room list. The Default Look-back time can be increased (select the down arrow) if your practice has a relatively small throughput of patients during the day. The Long Waiting time can be set from 1-999 minutes (defaults to 30 minutes) and will turn a Waiting Room Entry to pink/red when the patient has been waiting for more than the number of minutes set.

# Referrals

Enable the automatic addition of referral doctors to a patient's demographics. To learn more, see Add-auto Referral doctor

# **Use Classic Search**

Updates the search field on the Reception screen to include all the classic search options.