

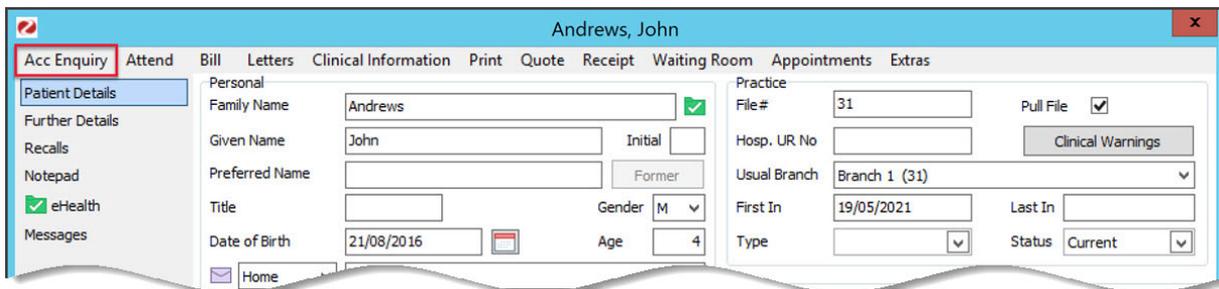
Private patient receipting

Last Modified on 25/03/2024 7:32 am AEDT

Process a payment for a patient whose invoice was suppressed (not paid on the day of their attendance). This is called receipting because when the payment's made, the receipt needs to be allocated to the original invoice.

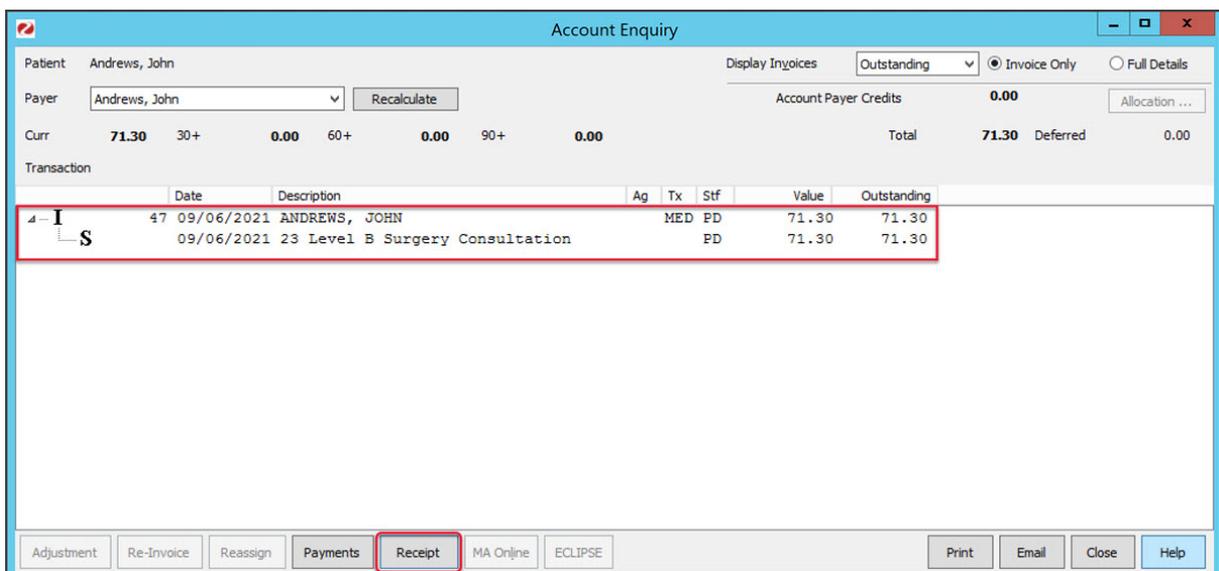
To receipt a private patient payment:

1. Locate and **open the patient's record**.
2. Select the **Acc Enquiry** menu.



The **Account Enquiry** screen (shown below) will open and display the patient's bills. Each bill is divided into 3 parts. The **invoice** indicated by an **I**, the **service** indicated by an **S**, and the **receipt**, which uses an **R**. There is no receipt in the screenshot below because it was not paid. You will need to process the payment and link its receipt to the correct invoice.

3. Select the invoice the patient is paying.
4. Select **Receipt**.



Transaction	Date	Description	Ag	Tx	Stf	Value	Outstanding
4-- I S	47 09/06/2021	ANDREWS, JOHN 23 Level B Surgery Consultation		MED PD		71.30	71.30
				PD		71.30	71.30

The **Receipt Payment** screen (shown below) will open.

5. Use the **Payments** section to select the method of payment.

The total amount to be charged is shown next to **Balance**.

6. Select **Add**.

The payment details will move down to the **Payments** section space.

7. Select **Allocate**.

Receipt Payment

31 John Andrews

Payer: Andrews, John Due: 71.30 Patient: 71.30 Family: 71.30 Deferred: 0.00 Patient: 0.00 Family: 0.00 Credits: 0.00

Payments

Format	Name	Bank	Branch	Number	Banklist	Amount
1. Cash						
2. Cheque						
3. MC Cheque						
4. Card						
5. Eftpos ET						
6. Direct Deposit						
7. Credits						
EFT					BNK	71.30

Payment Total: 71.30

Amount Due: 71.30 (Patient Due selected)

Balance: 0.00

Buttons: Combo Inv., Email, **Allocate**, Cancel

The payment will be processed and the **Allocation** screen will open.

8. Select the invoice the payment is for.

9. Select **Fully Receipt**.

The receipt will be allocated to the bill (adding the R) as shown below.

10. Select **Close** to save and exit.

Allocation

Payer: Andrews, John Account Payer Credits: 71.30 On 1 Payment

Receipt #: 27 On 09/06/2021 Banked 71.30 Unallocated Payment 71.30

Transaction Table:

Invoice#	Date	Patient	HIC	CLM#	Br	Dr	Value	Outstanding
I 47	09/06/2021	ANDREWS, JOHN			MED	PD	71.30	71.30
S	09/06/2021	23 Level B Surgery Consultation				PD	71.30	71.30
I 47	09/06/2021	ANDREWS, JOHN			MED	PD	71.3	0.00
S	09/06/2021	23 Level B Surgery Consultation				PD	71.3	0.00
R	09/06/2021	<27>				PD	-71.30	

Value: 71.30 Allocated: 0.00 Outstanding: 71.30

Buttons: **Fully Receipt**, Partly Receipt, Close, Cancel, Help

Branch 1: PDAVIS

