

# Add 3rd party payer (e.g.TAC)

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Add a third-party payer to a patient's record. The invoice will be created in Zedmed then printed out and sent to the payer. Examples include WorkCover, WorkSafe, TAC (Transport Accident Commission), EML, an employer, a law firm and Motor Vehicle insurance payers.

## Add the 3rd party payer

To add a third-party 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 part of the third-party name.

6. Select **Find** or press **Enter**.

The **Account Payer Selector** screen will open and list third parties set up for the practice.

If the third party does not exist, select **New** to open the **New Account Payer** screen and enter their details.

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

The screenshot shows the 'Account Payer Details' screen. The 'Account Payer' section has radio buttons for 'Patient', 'Family/Next of Kin', 'Veterans Affairs', and '3rd Party'. The '3rd Party' option is selected. Below this, there is a 'Fee Type' dropdown and a 'Select' button. The 'Payers' section shows 'Fiona, Brandt' as the payer with a 'P1' status and '\$.00' fee. The 'Fund' section has an 'Add' button. The 'Find Account Payer' section shows a table with one entry: 'Transport Accident Commission'. The 'Select' button at the bottom is highlighted.

The **Account Payer Details** screen (shown below) will open with the third party selected.

8. Confirm the correct third-party default fee type, for example, Legal, WorkCover or Motor Vehicle.
9. Select **Close** to save.

The third party will be added as the payer.

## Remove a Payer

You can remove a payer from the Patient Payers list, for example, if it was added incorrectly.

To remove a payer:

1. Open the patient's record.
2. Under **Payers**, select the payer to disable.
3. Select **Details**.
4. Remove the tick next to **Active**.
5. Select **Close** to save.


**Account Payer Details (New Account Payer Link)**

**Current Patient**

Name: Fiona, Brandt

Fund Name:

Member N°:  UPI:

Expiry Date:  

Current:  Deferred:

Patient Fee Type:

Fund alias family name:

Fund alias given name:

**Active** ☒

**Account Payer**

Name (Brand):

Category:

Default Fee Type:

Brand ID:

Hold Account: ☐

Available: ☒

Suppress Sensitive Details in Account Reminder: ☐

Current:  Deferred:

**Postal Address**

Suburb/Town:

**Tax code override**

☒ Item setting

☐ Include GST

☐ Exclude GST

**Bank Account**

Bank:

Branch:

**Contact Information**

Name:

Position:

Contact Phone:

**Notes**

Payment Allocation    Label    Find    **Close**    Cancel    Help