

Make the patient the payer

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Set up a patient's record for billing as a private patient. You can also have a family member be the payer or a third party like the TAC and WorkCover. When a health fund is a payer, the patient is set as the payer but their details provide the health fund details as explained in the Health fund as payer guide.

To add the patient as 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 Patient.
- 4. The required Fee Type.
- 5. Select the **Select** button.
- 6. Confirm if you want this to be the default payer for new invoices.

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