

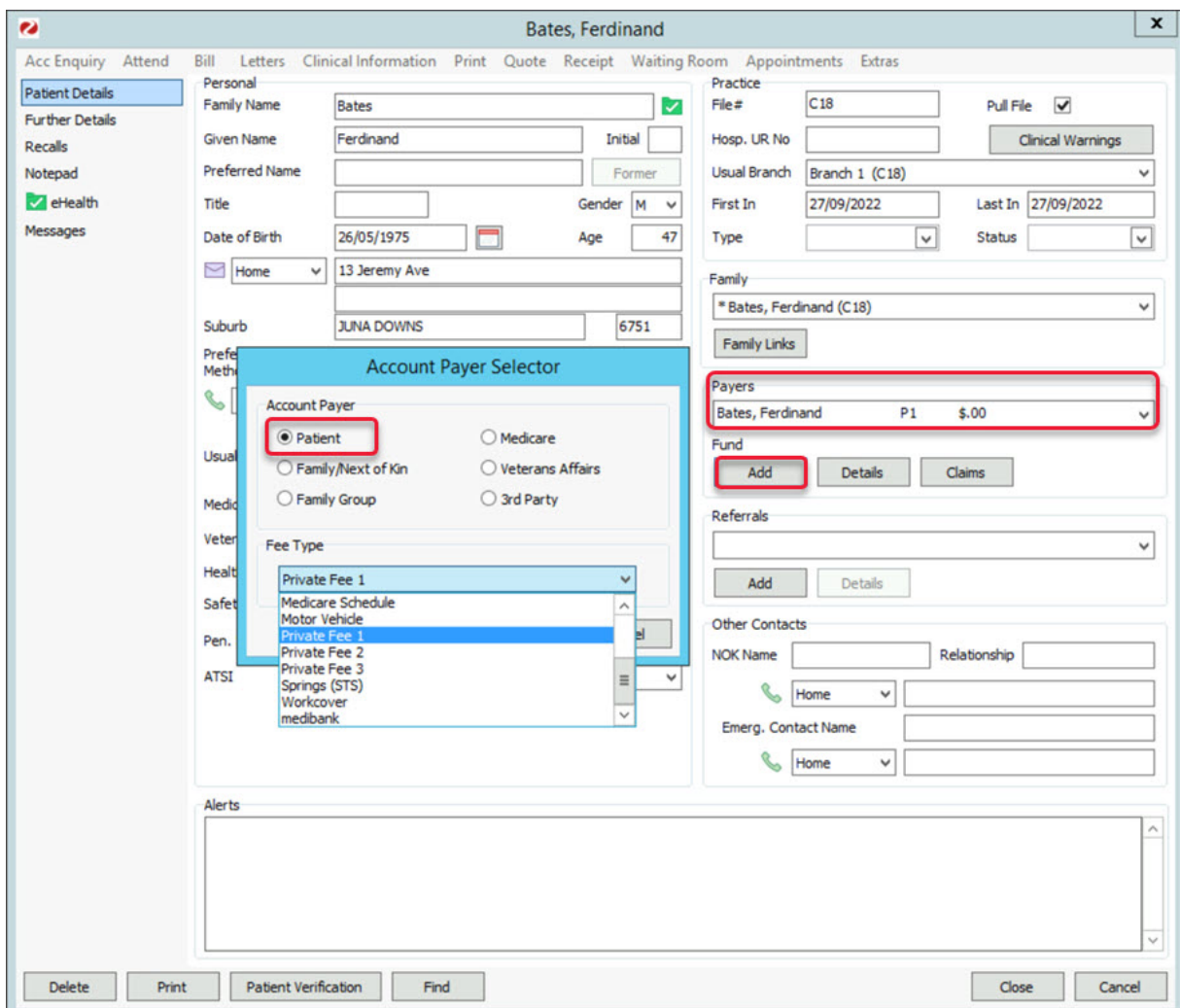
Make the patient the payer

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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.



The screenshot shows the patient record for 'Bates, Ferdinand'. The 'Payers' section is highlighted with a red box, showing 'Bates, Ferdinand' as the selected payer with a fee of \$0.00. The 'Account Payer Selector' dialog is open, with 'Patient' selected as the payer type and 'Private Fee 1' selected as the fee type. The 'Add' button in the Payers section is also highlighted with a red box.

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