

# Create a new payer

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Add a new payer to Zedmed. That payer will be a selectable option when you add different payers to patients. For example, WorkCover or TAC.

To create a new payer:

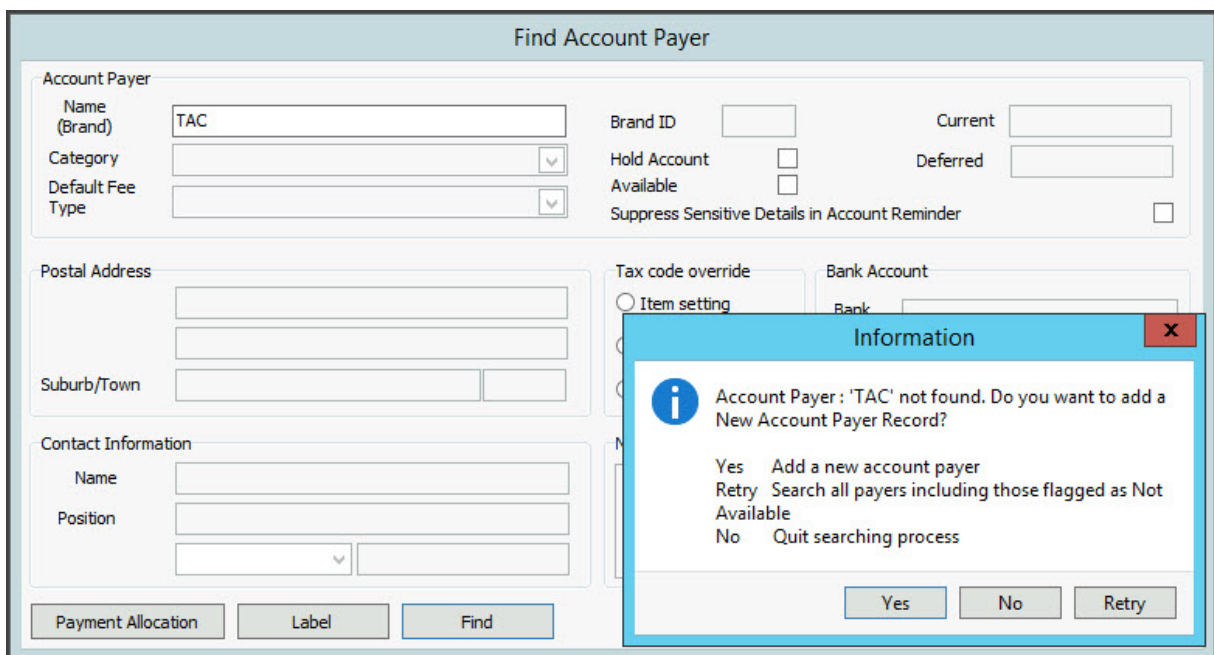
1. Go to Zedmed's **Management** tab.
2. Select **Debtors > Account Payer**.

The **Find Account Payer** screen will open.

3. Enter the name of the new payer into the **Name** field, and select **Find**.

If the payer does not exist, you will be prompted add a new Payers Record by selecting **Yes**.

If the payer has an acronym, search for the acronyms as well to avoid adding a duplicate payer.



The screenshot shows the 'Find Account Payer' interface. The 'Name (Brand)' field contains 'TAC'. An 'Information' dialog box is open, displaying the message: 'Account Payer: 'TAC' not found. Do you want to add a New Account Payer Record?'. The dialog offers three options: 'Yes' (Add a new account payer), 'Retry' (Search all payers including those flagged as Not Available), and 'No' (Quit searching process). Buttons for 'Yes', 'No', and 'Retry' are located at the bottom of the dialog.

4. Fill in the applicable field for the payer.

Key fields are:

- a. **Category**.

This is for the type of payer. For example, for BUPA you would select Insurance Company.

- b. **Default Fee Type**.

Select the fee schedule the payer uses:

- If a fund has its own fee schedule, select that. E.g, for BUPA you would select **BUPA**.
  - For insurance companies being added for Work Cover billing, select **Work Cover**.
  - When adding TAC for billing for road accidents, select **Motor Vehicle**.
- c. If the payer needs its own Fee Type, see the [Add a new fee type guide](#).

**New Account Payer**

**Account Payer**

Name (Brand): Acme Insurance  
 Category: Insurance Company  
 Default Fee Type: Acme Insurance  
 Brand ID: ACM|  
 Current: 0.00  
 Hold Account:   
 Available:   
 Deferred: 0.00  
 Suppress Sensitive Details in Account Reminder:

**Postal Address**

Address: PO Box 555  
 Suburb/Town:

**Tax code override**

Item setting  
 Include GST  
 Exclude GST

**Bank Account**

Bank:   
 Branch:

**Contact Information**

Name: Jane Acme  
 Position:   
 Contact Phone:

**Notes**

Payment Allocation | Label | Find | Close | Cancel | Help

d. **Brand ID.**

For health funds, enter the Brand ID as per the Eclipse Fund Participants report. You can also refer to our [Health fund brand IDs](#) guide.

e. **Contact details**

Add address & contact details if known. This isn't required for health funds with claims processed electronically by Eclipse, but it can be added if you ever need to process a claim manually.

5. Select **Close** to save the new payer.
6. Once you have set up the payer, you will need to add fees to the items it will pay for.

To learn more, see the [Manage item fees guide](#).

If the payer was a Health Fund and you have specialists, you will need to [add the fund's ECLIPSE scheme](#) to each specialist's profile.