

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:

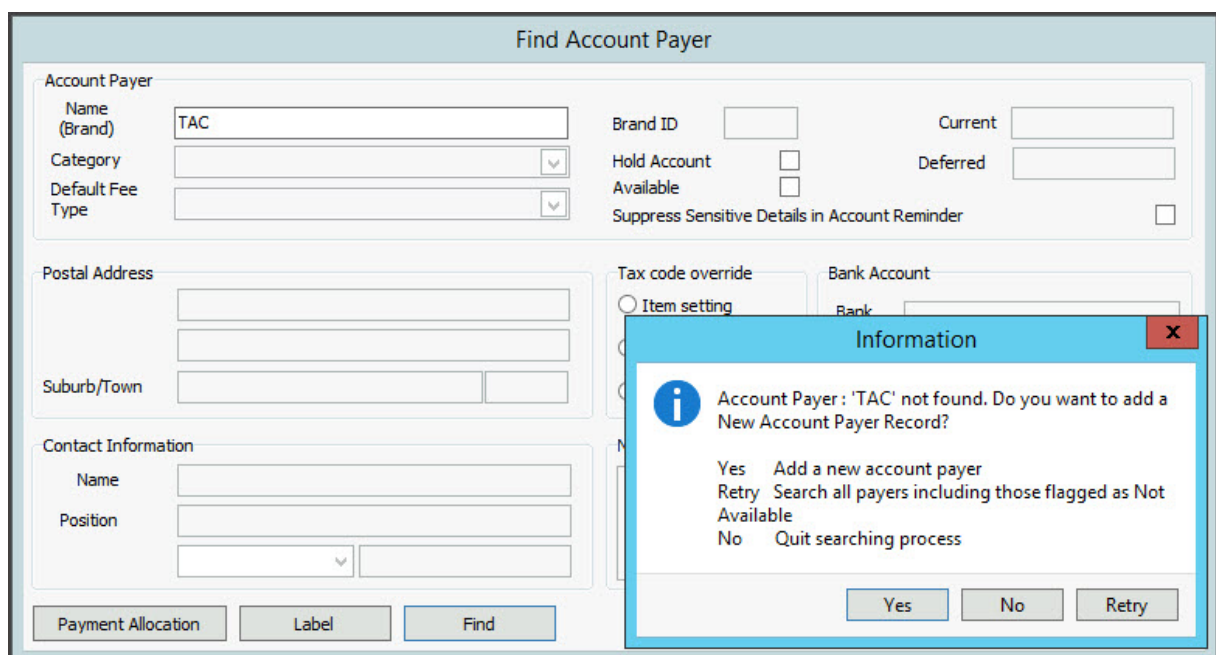
1. Go to Zedmed's **Management** tab.
2. Select **Debtors > Account Payer**.

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' form. The 'Name (Brand)' field contains 'TAC'. The 'Category' field is a dropdown menu. The 'Default Fee Type' field is a dropdown menu. The 'Brand ID' field is empty. The 'Current' field is a dropdown menu. The 'Hold Account' checkbox is unchecked. The 'Available' checkbox is unchecked. The 'Deferred' field is a dropdown menu. The 'Suppress Sensitive Details in Account Reminder' checkbox is unchecked. The 'Postal Address' field is empty. The 'Suburb/Town' field is empty. The 'Contact Information' section has 'Name' and 'Position' fields. The 'Payment Allocation' button is highlighted. An 'Information' dialog box is overlaid on the form, asking: 'Account Payer: 'TAC' not found. Do you want to add a New Account Payer Record?'. The dialog box has three buttons: 'Yes', 'No', and 'Retry'.

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](#).

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.

f. **Tax code override**

Each service item has a **Tax Code** set to either FRE (free of GST) or GST (the price includes GST). The payer's **Tax code override** default is **Item setting**, which uses the Tax Code selected in Item Details. You can override this by selecting **Include GST** or **Exclude GST**.

Note: The invoice value does not change with Exclude or Include GST, but GST is taken from the total if Include GST is selected. For example:

- **Include GST** selected, an item value of \$110 would be invoiced as \$110, including GST (i.e. \$10 of the bill is GST).
- **Exclude GST** selected, the same item would be invoiced as \$110 (with no GST applied to the total).

Refer to the [Managing Item Fees guide](#) > Tax Code section for more information.

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.