

## 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.

Find Account Payer				
Account Payer				
Name (Brand)	TAC	Brand ID Current		
Category	1	Hold Account Deferred		
Default Fee		Available		
Туре		Suppress Sensitive Details in Account Reminder		
Postal Address		Tax code override Bank Account		
		O Item setting Bank		
		Information		
Suburb/Town		Account Paver : 'TAC' not found. Do you want to add a		
		New Account Payer Record?		
Contact Inform	ation			
Name		Yes Add a new account payer Retry Search all payers including those flagged as Not		
Position		Available		
1 USIUUT		No Quit searching process		
	×			
		Yes No Retry		
Payment Allo	cation Label Find			

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	Arme Insurance	Brand ID ACM Ourrent 0.00	
(Brand) Category	Insurance Company	Hold Account Deferred 0.00	
Default Fee Type	Acme Insurance	Available 🔽 Suppress Sensitive Details in Account Reminder	
Postal Address	PO Box 555	Tax code override Bank Account   Item setting Bank   Include GST Branch	
Contact Informa Name	Jane Acme	Notes	
Position	Contact Phone V		
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.

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.