Receipt ECLIPSE payment for a voided invoice (Patient payer)

For ECLIPSE billing, the Health fund or Patient can be the payer. The instructions below are relevant to scenarios where you need to **manually receipt** an ECLIPSE payment for a voided invoice - and the **Patient is the payer.**
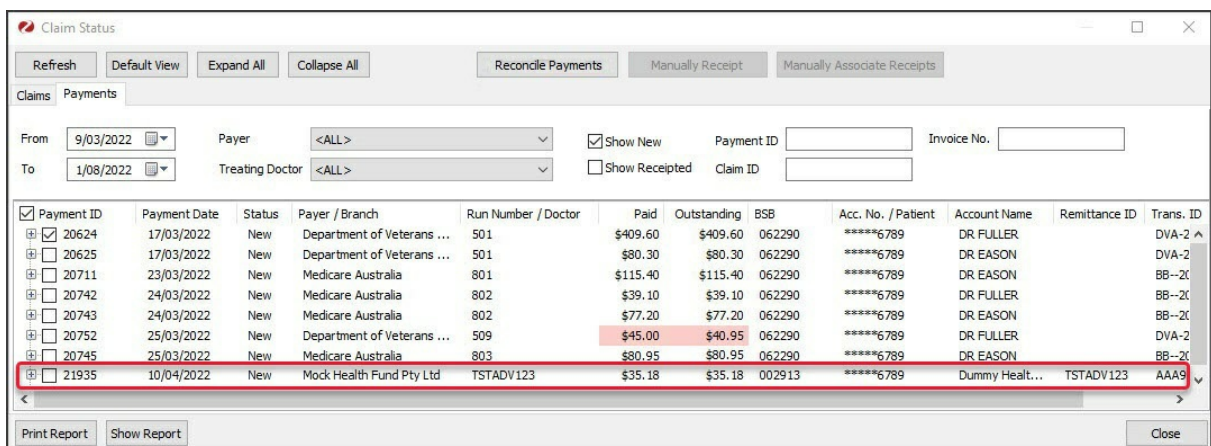
If the Health fund is the payer, follow this guide.

When payments are received for ECLIPSE claims, a single Payment ID may cover invoices for multiple patients. If a payment has been received for a voided invoice and it is a valid payment, the Manually Receipt function in the Claims screen will **only** be used to **receipt the payment for that voided invoice**. The remaining invoices within the Payment ID must be receipted **individually** against each patient's Account Enquiry.

Quickstart guide

Create replacement invoice:

1. Go to Zedmed's **Management** tab.
2. Select **Claims**.
3. Select the **Payments** tab.

4. Expand the applicable **Payment ID** with the voided invoice and take a screenshot or use the Print Report button.
5. Right click on the patient who had the voided invoice and select Patient Details.
6. Using the **Bill** menu, create a replacement invoice using the details (service date, items) of the original invoice.
7. **Suppress** the invoice
8. In **Acc Enquiry**, note the invoice number you have just created

Manually receipt the payment:

1. Return to the **Claims** screen.
2. Select the **Payments** tab.

3. Expand the applicable **Payment ID** with the voided invoice
4. Select **Manually Receipt**
5. On the dialog box choose **Select Patient** as the payer
6. Search the patient
7. On the Manual Receipt screen, select **Direct Deposit**
8. The **Amount** field will display the full amount of the Payment ID,**change this** to reflect just this patient's payment
9. Select **Add**
10. Select **Allocate**
11. On the **Allocation** screen, find the **newly created invoice** and select **Fully Receipt.**
12. If a dialog appears asking to allocate remaining credits, select **No**.

The remaining payments in the Payment ID will need to be receipted against each individual patient. Using the printed report:

1. Search the next patient and open their **Acc Enquiry.**
2. Ensure the patient is the Payer top left of the screen.
3. Select **Receipt.**
4. On the Receipt Payment screen, select **Direct Deposit.**
5. **Change the amount** to reflect just this patient's payment.
6. Select **Add.**
7. Select **Allocate.**
8. Locate the invoice and select **Fully Receipt.**

Use the steps above to manually receipt the remaining patient invoices in the Payment ID.