

Manually receipt an ECLIPSE payment for a voided invoice

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For ECLIPSE billing, the patient is the payer with the health fund added to their details.

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 functionality 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 received 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.

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laims	Payments											
From	9/03/2022	P	ayer	<all></all>	~	Show New	Payme	ent ID	Ir	nvoice No.		
То	1/08/2022		reating Doctor	<all></all>	~	Show Recei	pted Claim					
Paym	ent ID	Payment Date	Status P	ayer / Branch	Run Number / Doctor	Paid	Outstanding	BSB	Acc. No. / Patient	Account Name	Remittance ID	Trans. ID
•	20624	17/03/2022	New [Department of Veterans	501	\$409.60	\$409.60	062290	*****6789	DR FULLER		DVA-2 A
÷ 🗌 ک	20625	17/03/2022	New [Department of Veterans	501	\$80.30	\$80.30	062290	*****6789	DR EASON		DVA-2
•	20711	23/03/2022	New 1	Medicare Australia	801	\$115.40	\$115.40	062290	*****6789	DR EASON		BB20
÷ 🗌 :	20742	24/03/2022	New 1	Medicare Australia	802	\$39.10	\$39.10	062290	*****6789	DR FULLER		BB20
± :	20743	24/03/2022	New 1	Medicare Australia	802	\$77.20	\$77.20	062290	*****6789	DR EASON		BB20
· [] :	20752	25/03/2022	New [Department of Veterans	509	\$45.00	\$40.95	062290	*****6789	DR FULLER		DVA-2
÷	20745	25/03/2022	New 1	Medicare Australia	803	\$80.95	\$80.95	062290	*****6789	DR EASON		BB20
•	21935	10/04/2022	New 1	Mock Health Fund Pty Ltd	TSTADV123	\$35.18	\$35.18	002913	*****6789	Dummy Healt	TSTADV123	AAA9
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- 4. Expand the applicable **Payment ID** with the voided invoice and take a screenshot or use the Print Report button.
- 5. Open the patient who had the cancelled invoice.
- 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. Go to Zedmed's Management tab.
- 2. Select Claims.
- 3. Select the **Payments** tab.
- 4. Expand the applicable Payment ID with the voided invoice
- 5. Select Manually Receipt

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

1		Claim Status		>
Refresh Default View Expand All	Collapse All Recon	cile Payments Manually Receipt	Manually Associate Receipts	
laims Payments				
From 14/09/2022	<all></all>	✓ ✓ Show New Payment II	Invoice No	
To 21/09/2022		Manual Receipt		
Paver Medicare	Due	4660.10 Deferred 0.00	Credits 244.50	
Payment ID Payments				mittance ID
Inv. 40082 Format	Name Bank	Branch Detail	Banklist Amount	Pay Date Ref Num
E 23174 Direct Deposit ✓	Mock Health Fund Pty Ltd Reserve	Canberra	BNK V 181.25	25/08/2022
23183 <u>1</u> . Cash	2. Cheque 3. MC Cheque	Tyro Eftpos		Add Change
Inv. 40085 <u>4</u> . Card	5. Eftpos 6. Direct Deposit	Z. Credits Tyro EasyClair	n	
Inv. 7				
Inv. 1100				
Inv. 40086				
Inv. 40089				
23185			Payment Total	0.00
E 23190			Amount Due 18	1.25
Inv. 7			Balance 18	1.25
Combo Inv.	imail Allocate			Cancel
Print Report Show Report				Close

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.