

Reconciling claim payments

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Each day, details of claims payments made to the specialists are sent to Zedmed and reconciled against the outstanding invoices.

Ramsay reconciliation workflow:

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

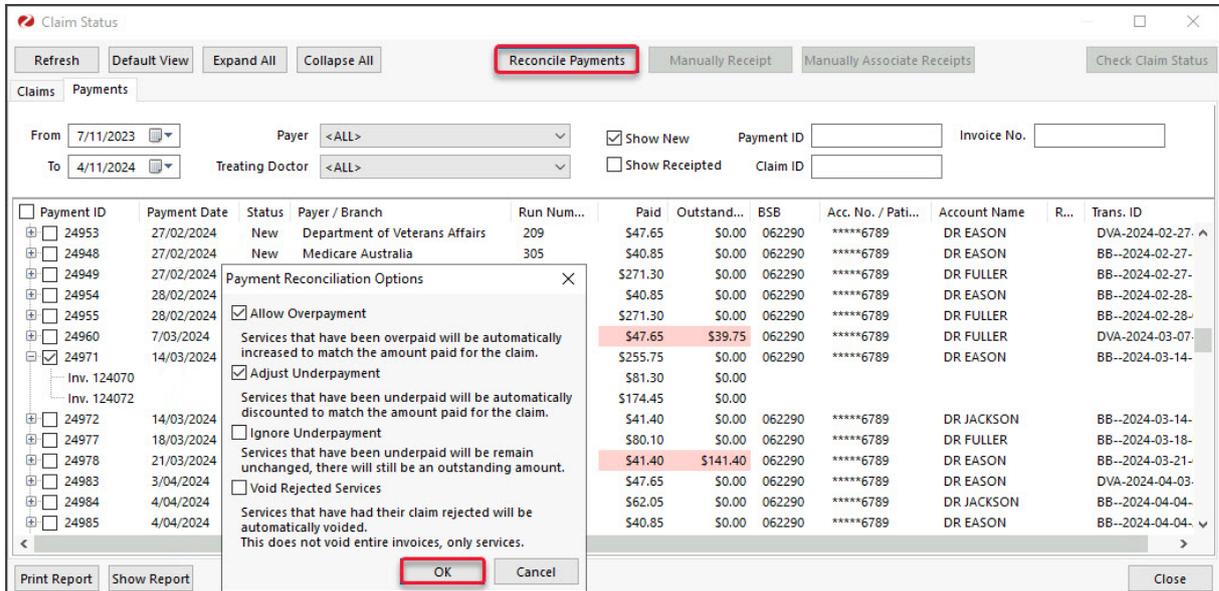
Any payment that does not match the invoices it is for will be highlighted in pink. You can click the payment ID number to open the details/reason in the **Claims** screen.

4. Consider using the **Payer / Treating Doctor** fields to filter the payments you want to reconcile.
5. Select the tick box next to **Payment ID** to select all the payments.
6. Select the **Reconcile Payments** button.

The **Payment Reconcile Options** dialog will open.

7. Review the ticked options and select **OK**.

The payments will be receipted against their respective invoices. When you select **Refresh**, the receipted payments will disappear if the New filter is selected.



The screenshot shows the 'Claim Status' application window. At the top, there are buttons for 'Refresh', 'Default View', 'Expand All', 'Collapse All', 'Reconcile Payments' (highlighted with a red box), 'Manually Receipt', 'Manually Associate Receipts', and 'Check Claim Status'. Below these are tabs for 'Claims' and 'Payments'. The 'Payments' tab is active, showing a search area with 'From' (7/11/2023), 'To' (4/11/2024), 'Payer' (<ALL>), and 'Treating Doctor' (<ALL>). There are also checkboxes for 'Show New' and 'Show Receipted', and input fields for 'Payment ID' and 'Claim ID'. The main area contains a table with columns: Payment ID, Payment Date, Status, Payer / Branch, Run Num..., Paid, Outstand..., BSB, Acc. No. / Pati..., Account Name, R..., and Trans. ID. A dialog box titled 'Payment Reconciliation Options' is open, listing several options: 'Allow Overpayment' (checked), 'Adjust Underpayment' (checked), 'Ignore Underpayment' (unchecked), and 'Void Rejected Services' (unchecked). The dialog also contains explanatory text for each option. At the bottom of the dialog are 'OK' and 'Cancel' buttons, with 'OK' highlighted by a red box. The table below the dialog shows several rows of payment data, with some rows highlighted in pink, indicating they are unreconciled.

Payment ID	Payment Date	Status	Payer / Branch	Run Num...	Paid	Outstand...	BSB	Acc. No. / Pati...	Account Name	R...	Trans. ID
24953	27/02/2024	New	Department of Veterans Affairs	209	\$47.65	\$0.00	062290	*****6789	DR EASON		DVA-2024-02-27
24948	27/02/2024	New	Medicare Australia	305	\$40.85	\$0.00	062290	*****6789	DR EASON		BB--2024-02-27
24949	27/02/2024				\$271.30	\$0.00	062290	*****6789	DR FULLER		BB--2024-02-27
24954	28/02/2024				\$40.85	\$0.00	062290	*****6789	DR EASON		BB--2024-02-28
24955	28/02/2024				\$271.30	\$0.00	062290	*****6789	DR FULLER		BB--2024-02-28
24960	7/03/2024				\$47.65	\$39.75	062290	*****6789	DR FULLER		DVA-2024-03-07
24971	14/03/2024				\$255.75	\$0.00	062290	*****6789	DR EASON		BB--2024-03-14
Inv. 124070					\$81.30	\$0.00					
Inv. 124072					\$174.45	\$0.00					
24972	14/03/2024				\$41.40	\$0.00	062290	*****6789	DR JACKSON		BB--2024-03-14
24977	18/03/2024				\$80.10	\$0.00	062290	*****6789	DR FULLER		BB--2024-03-18
24978	21/03/2024				\$41.40	\$141.40	062290	*****6789	DR EASON		BB--2024-03-21
24983	3/04/2024				\$47.65	\$0.00	062290	*****6789	DR EASON		DVA-2024-04-03
24984	4/04/2024				\$62.05	\$0.00	062290	*****6789	DR JACKSON		BB--2024-04-04
24985	4/04/2024				\$40.85	\$0.00	062290	*****6789	DR EASON		BB--2024-04-04