

Private Patient billing

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To bill a private patient:

1. Open the **New Invoice** screen by selecting **Bill** from the waiting room, appointment screen or patient record.
 2. Complete the invoice details.
 3. Ensure the referral is selected.
 4. If no referral is required, select **Not required** from the drop-down.
 5. Enter the item number or select **Add all** to add items provided by the doctor.
 6. Select **Quick Pay**.
 7. Select payment method.
 8. Select **ADD**.
 9. Process the payment.
 10. Have patient use a Debit card to claim the rebate or Select **MA Online** to submit the claim.
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