Create a WorkCover invoice

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Scenario 1 - Claims details added before creating an invoice

This process **automatically** links the details of the claim to the invoice.

1. Open the patient's details.
2. Select **Add** in the **Payers** section to open the **Account Payer Selector**.
3. Select **3rd Party**.
4. Click **Select** to open the **Find Account Payer** screen.
5. Search the WorkCover account payer and select from the results.
6. Select **Close** to save and exit.
7. With the added Payer displayed select **Claims** to open the **Claim Details** screen.
8. Select the **Account Payer.**
9. Enter the claim date and claim details - Description box must have text entered.
10. **Select Close to save and exit.**
11. Create the invoice and select **Suppress**.

Scenario 2 - Invoice created before adding claims details

This process **manually** links the details of the claim to an invoice that has already been created. The 3rd party still needs to be added as a Payer to create the invoice.

1. Open the patient's details.
2. Create an invoice and suppress.
3. To add the claim details, ensure the 3rd party is displayed as the **Payer** and select **Claims** to open the **Claim Details** screen.
4. Enter the claim date and claim details - Description box must have text entered.
5. Select **Link Invoice.**
6. Select the invoice, then select **Link.**
7. Select **Close** to save and exit.