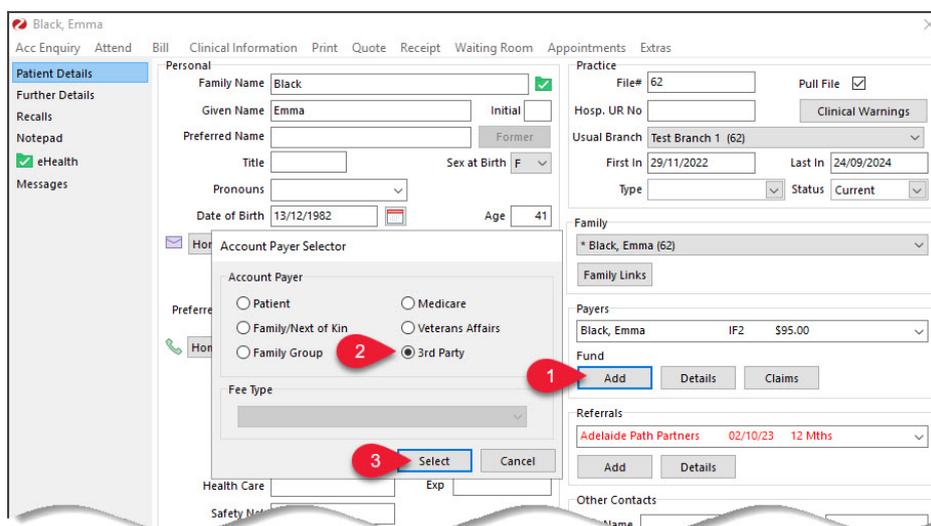# Make a health fund the payer

Make a Health Fund the default Payer on a patient's record. This is recommended for specialists and practices that do ECLIPSE billing. The Health Fund will show as the payer on billing reports rather than the patient.

Prerequisites

- If the fund does not exist in Zedmed, it must be added as per the Create a new payer guide.
- The ECLIPSE schemes must also be added to any specialists, as per the fund's ECLIPSE scheme guide.

To make a Health Fund the payer:

1. Locate the patient and open their record.

   To learn more, see the Find a patient's record article.
2. Under **Payers**, select **Add**.

   The **Account Payer Selector** will open.
3. Select **Third Party.**
4. Click **Select**.

   The **Find Account Payer** screen will open.
5. In the **Name(Brand)** field, enter the health fund's name. For example, BUPA.
6. Select **Find**.

   The **Account Payer Selector** screen will open.
7. Select the payer, then the **Select** button.

The **Account Payer Details** screen will open.

8. Complete the two mandatory fields: **Fund Name** and **Member Number**.
9. The UPI (Unique Patient Identifier) is the patient's position on the membership card.

   Add the patient's **UPI** if there are multiple family members on the Health Fund card.

   By default, Zedmed will use 1.

10. Select **Close** to save.

    The Health Fund will be added as the default payer.