

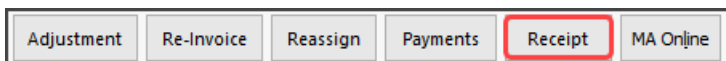
# Billing terminology & concepts

Version: | Last Modified on 06/10/2025 10:42 am AEDT

Terminology used in Zedmed billing and account management through the patient Account Enquiry screen.

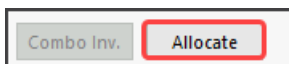
## Receipting a payment

Telling Zedmed that you have received a payment from a payer.



## Allocating a receipt

Telling Zedmed which invoice a payment is for. This can be done on the Invoice payment screen or through the patient Account Enquiry.



## Payments

Displays the history of receipts for the selected Payer in the selected date range. The Payments button provides access to additional functions listed below.



## Reverse Allocation

Unlinking a payment - when a payment has been received and allocated to an invoice (Receipted), reversing the allocation removes the link between a payment and the invoice. The invoice becomes outstanding again and a credit is saved against the patient.

## Reverse Payment

Reversing is the action of removing the payment so it's like the payment never happened. You cannot do this if part of the money has been allocated to an invoice(s), so a reverse allocation would need to be performed first.

## Refund

Refund the payment to the payer.



## Adjustment

Increase or Decrease the value of an invoice, or remove (Void) a service from an invoice. To write off a bad debt, use the **Bad Debt** function. This action is permanent and cannot be reversed.



## Reinvoice

To resubmit or make changes or to an invoice use the **Reinvoice** function. This action voids the original invoice and

creates a new, editable version. However, you can't reinvoice an invoice that has already been adjusted or had a payment received against it.



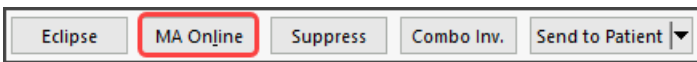
### Reassign

Change the Payer of an invoice by using the **Reassign** function. There is no option to edit the invoice using this function.



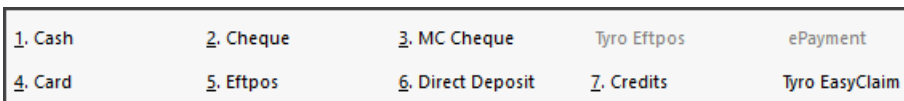
### MA Online

Available in the patient Account Enquiry screen and on an invoice. Used when the patient pays their own bill (private patient) and you wish to submit the claim to Medicare on their behalf. Rebates are provided within 48 hrs.



### Tyro EasyClaim

Used when the patient pays their own bill (private patient) using QuickPay. Tyro EasyClaim processes the payment using a POS terminal and can provide an immediate rebate to a debit card.



### Eclipse

Available in the patient Account Enquiry screen and on an invoice. Used to process claims for inpatients covered by private health funds.

