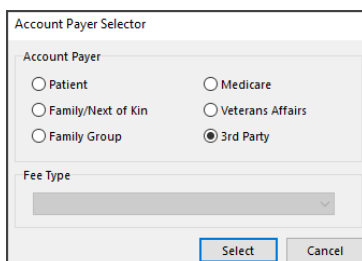


BUPA ADF Billing

Version: 1.00 | Last Modified on 19/02/2026 8:25 am AEDT

This guide explains how to create an invoice for BUPA ADF patients. There is no BUPA ADF ECLIPSE claiming channel so invoices need to be submitted outside of Zedmed.

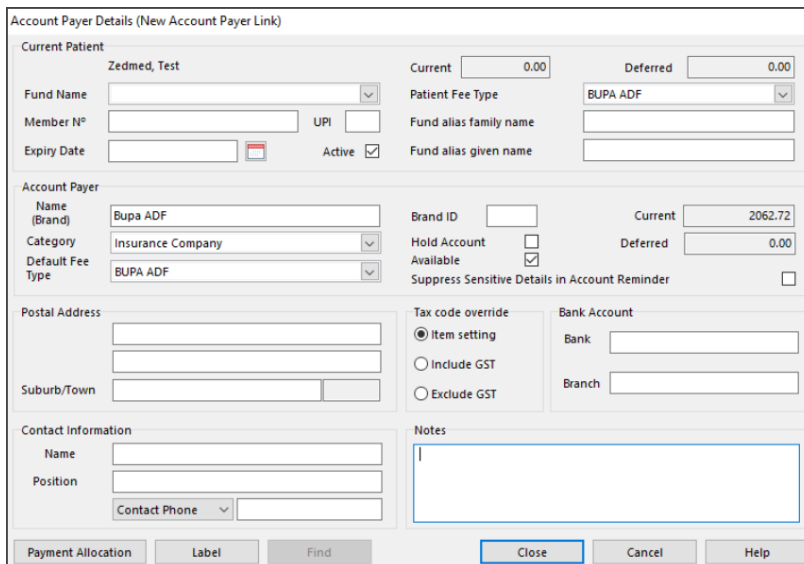
1. Search and open the patient.
2. Select **Add new Payer**.
3. Choose **3rd party**.



The 'Account Payer Selector' dialog box contains the following elements:

- Account Payer:** Radio buttons for Patient, Medicare, Family/Next of Kin, Veterans Affairs, Family Group, and 3rd Party (selected).
- Fee Type:** A dropdown menu.
- Buttons:** 'Select' and 'Cancel'.

4. Go to **Account Payer** and search **BUPA ADF**.
5. Ensure that the Category and Default Fee Type fields are complete.
6. Select **Close**.



The 'Account Payer Details (New Account Payer Link)' form is divided into several sections:

- Current Patient:** Zedmed, Test; Current: 0.00; Deferred: 0.00.
- Fund Name:** Dropdown menu.
- Member N°:** Text field; UPI: Text field.
- Expiry Date:** Date picker; Active: Checked checkbox.
- Patient Fee Type:** BUPA ADF (dropdown).
- Fund alias family name:** Text field.
- Fund alias given name:** Text field.
- Account Payer:**
 - Name (Brand):** Bupa ADF
 - Brand ID:** Text field
 - Category:** Insurance Company (dropdown)
 - Default Fee Type:** BUPA ADF (dropdown)
 - Current:** 2062.72
 - Deferred:** 0.00
 - Hold Account:** Unchecked checkbox
 - Available:** Checked checkbox
 - Suppress Sensitive Details in Account Reminder:** Unchecked checkbox
- Postal Address:** Text fields for address and suburb/town.
- Tax code override:** Radio buttons for Item setting (selected), Include GST, and Exclude GST.
- Bank Account:** Text fields for Bank and Branch.
- Contact Information:** Text fields for Name, Position, and Contact Phone.
- Notes:** Text area.

Buttons at the bottom: Payment Allocation, Label, Find, Close (highlighted), Cancel, Help.

7. In the Patient Payers section, select the **Claims** button.



The 'Payers' list shows a dropdown menu with 'Bupa ADF' selected, 'P8' as the fund, and '\$.00' as the amount. Below the dropdown are three buttons: 'Add', 'Details', and 'Claims' (highlighted with a red box).

8. Enter the **Date of Authorisation**.
9. Select **BUPA ADF** from the **Account Payer** drop-down.

10. In the **Description**, type in the **EP ID #**.
11. In the **Insurance Claim Number**, input the **DAN J Number**.

Claim Details

Date: Account Payer: Bupa ADF Date Entered: 04/12/2025

Description: Consulting Suites: EP ID: 8208216

Insurance Claim Number: DAN: J211321067

Insurance Company:

Employer:

Notes:

Current claim

Previous Next Link Invoice... Close Cancel

12. Select **Close**.
13. Open an invoice and bill the patient as you normally would.
14. **Suppress or Print** the invoice to download.
15. Email the invoice to adfinvoices@bupa.com.au or add it through the portal.