Provide copy of Claim Form

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If a patient is the payer and there is a Medicare rebate, you can print out the Medicare Form for the patient so they can see how much they will receive back. If they are not at the clinic, you can send them a copy of the claim form using email or Secure Send.
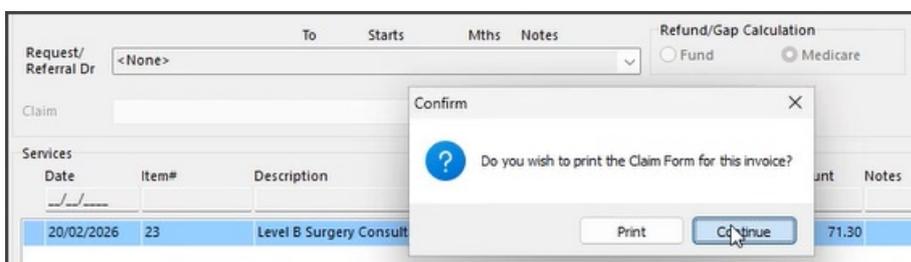
To print the Claim Form

This scenario is common when the patient pays a bill processed in Zedmed using QuickPay, with a claim submitted (for a rebate) using MA Online, which will pay the rebate the next day.

Once the claim has been submitted via MA Online, Medicare's claim assessment will display.

1. Select **Ok** to the claim assessment.
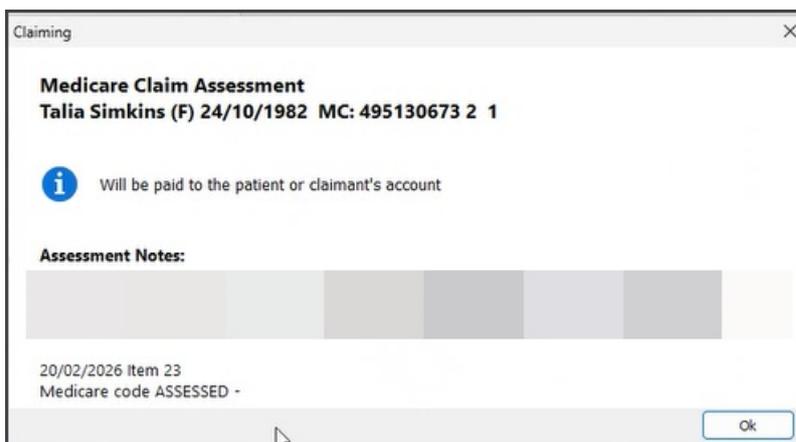
2. Respond **Print** when prompted.

   If you select Continue instead of Print, you can instead send the claim as explained below.

To send the Claim Form

You can send the patient a copy of the Medicare Claim Form via email (requires SMTP setup in Zedmed) or via Secure Send (requires add-on). Most Zedmed Cloud users would need to use Secure Send.

To send the Claim Form:

1. Go to the patient's **Account Enquiry** screen.
2. Change **Display Invoices** to **All**.
3. Select the invoice.
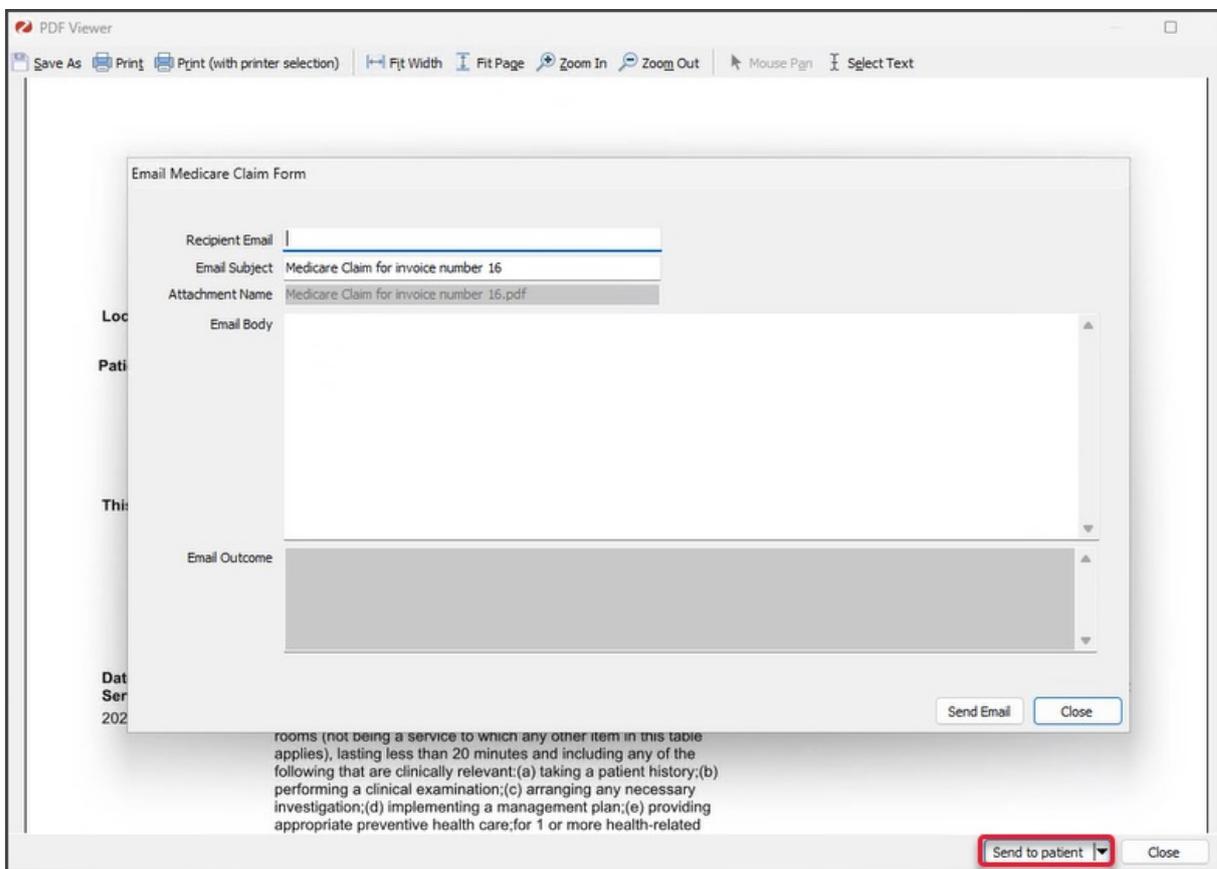4. Select the **View Claim** button at the bottom of the screen.

   This button is active only for invoices with a **claim number.**
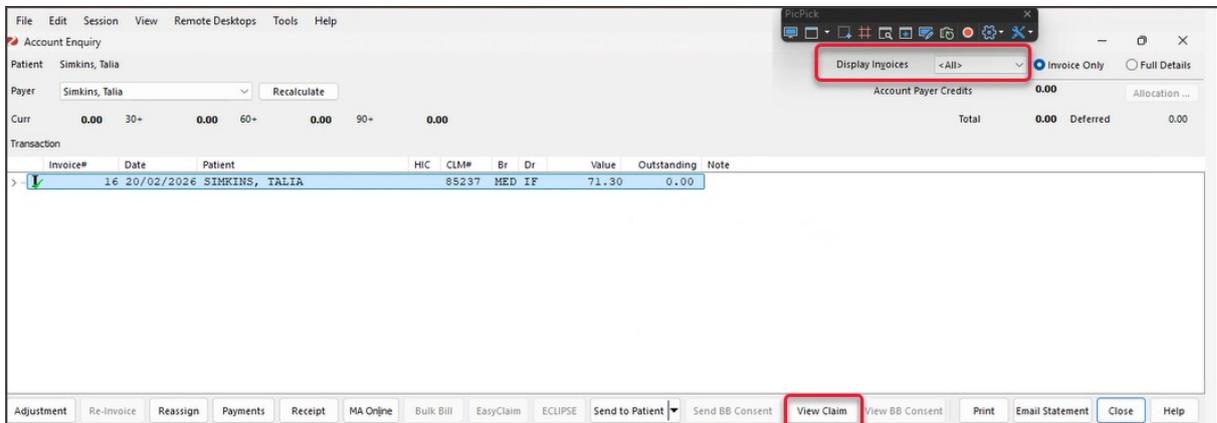
   The Claim form will open in a PDF viewer with a **Send to Patient** button at the bottom.

5. Use the drop-down options under **Send to Patient** to select either:
   - **Email as an attachment**
   - or **Secure Send**

   Option 1: Email as attachment

Option 2: Secure Send.

6. Select **Close** once you have sent the Claim Form.