

Take an ePayment deposit

Version: 1.00 | Last Modified on 10/04/2026 1:00 pm AEST

Process an ePayment deposit when a patient makes an appointment, and apply it when billing.

Step 1 - Take the prepayment

1. Open the patient's record.
2. Select **Receipt** from the top menu.

The **Receipt Payment** screen will open.

3. Select a **Banklist**.
4. Enter an **Amount** and press Tab.
5. Select **ePayment**.

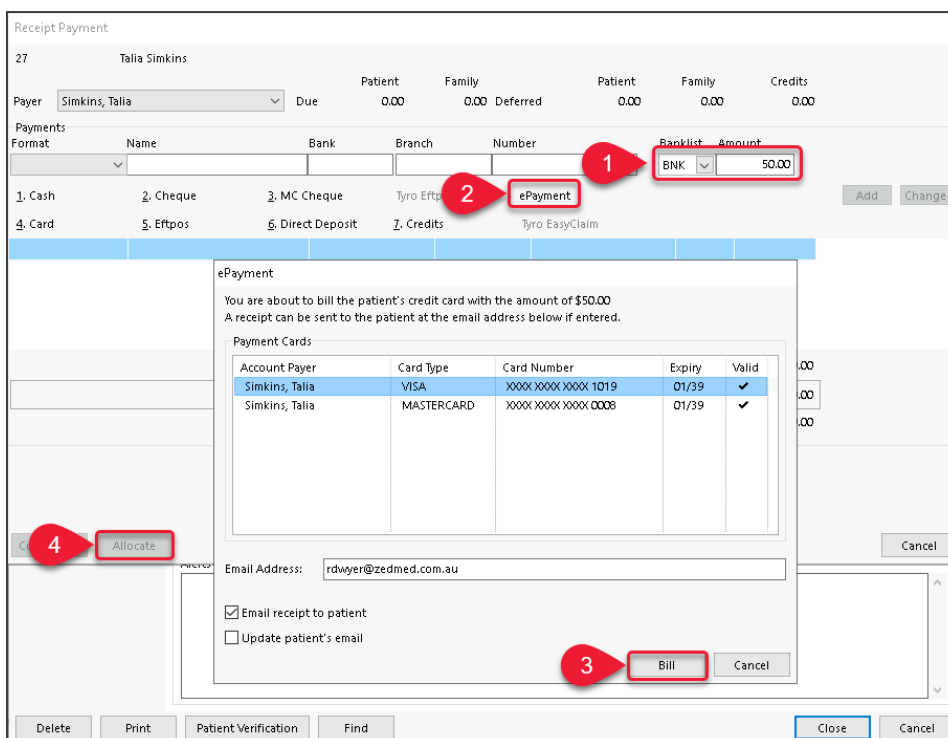
The **ePayment** screen will open.

Check the correct card is selected

6. Select **Bill**.

A confirmation dialogue will appear.

7. Select **Allocate**.



The screenshot shows the 'Receipt Payment' interface for patient Talia Simkins. The 'Payments' section lists various payment methods, with 'ePayment' selected. The 'Banklist' dropdown is set to 'BNK' and the amount is '50.00'. An 'ePayment' dialog box is open, showing a table of payment cards:

Account Payer	Card Type	Card Number	Expiry	Valid
Simkins, Talia	VISA	XXXX XXXX XXXX 1019	01/39	✓
Simkins, Talia	MASTERCARD	XXXX XXXX XXXX 0008	01/39	✓

The dialog also includes an 'Email Address' field (rdwyer@zedmed.com.au), checkboxes for 'Email receipt to patient' (checked) and 'Update patient's email', and a 'Bill' button highlighted with a red callout.

8. Select **Cancel** on the **Allocation** screen.
9. Select **No** to 'Do you want to allocate the credit?'
10. Select **No** to 'Do you want to print a receipt?'

The patient's **Acct Enquiry** will show the total credits available to the patient.

Account Enquiry

Patient: Simkins, Talia Display Invoices: Outstanding Invoice Only Full Details

Payer: Simkins, Talia Recalculate **Account Payer Credits 50.00** Allocation ...

Curr	0.00	30+	0.00	60+	0.00	90+	0.00	Total	0.00	Deferred	0.00
------	------	-----	------	-----	------	-----	------	-------	------	----------	------

Transaction	Invoice#	Date	Patient	HIC	CLM#	Br	Dr	Value	Outstanding
-------------	----------	------	---------	-----	------	----	----	-------	-------------

Step 2- Apply the credit when billing

When you bill the patient:

1. Select **Credits** then select **Add**.

The recorded deposit will be added as a credit, reducing the **Amount Due** and the **Balance due**.

Quick Pay

22 Mr Happy Jones

Payer: Jones, Happy Due Patient: 0.00 Family: 0.00 Deferred: 0.00 Patient: 0.00 Family: 0.00 Credits: 0.00

Current Invoice(s): Allocate Value 71.30 Discounted value 71.30 Gap 35.00

Payments Format	Name	Bank	Branch	Number	Banklist	Amount
1. Cash	2. Cheque	3. MC Cheque	Tyro Eftpos	ePayment	PD	31.30
4. Card	5. Eftpos	6. Direct Deposit	7. Credits	Tyro EasyClaim		
Credits						PD 40.00

<input type="radio"/> Family Due & Invoice	<input type="radio"/> Patient Due & Invoice	<input checked="" type="radio"/> Invoice(s) Only	Payment Total	40.00
			Amount Due	71.30
			Balance	31.30

Eclipse MA Online Suppress Combo Inv. Send to Patient Print Cancel

2. **Important:** Check that the correct Banklist is selected. It will show the one linked to the treating doctor.
3. Select **ePayment**.

The **ePayment** screen will show the credit card to be used, and the email address the receipt will be sent to.

4. Select **Bill**.

A confirmation message will appear.

Quick Pay

22 Mr Happy Jones

	Patient	Family	Patient	Family	Credits
Payer	Jones, Happy				0.00
Current Invoice(s)					0.00
Payments					
Format					
1. Cash					
4. Card					
Credits					

ePayment

You are about to bill the patient's credit card with the amount of \$31.30
A receipt can be sent to the patient at the email address below if entered.

Account Payer	Card Type	Card Number	Expiry	Valid
Jones, Happy	VISA	XXXX XXXX XXXX 1019	01/39	✓
Jones, Happy	MASTERCARD	XXXX XXXX XXXX 0008	01/39	✓

Email Address: zedmedtesting+hJones@gmail.com

Email receipt to patient
 Update patient's email

Bill Cancel

Eclipse MA Online Suppress Combo Inv. Send to Patient Print Cancel