




Hospital Invoicing / Billing an Episode - Simple

Once the episode is complete, an invoice can be raised to a health fund or patient.

For an invoice to be raised, the episode needs to be:

- Admitted
- Discharged
- Theatre Complete tick box checked (*depending on the facility requirements*)
- Coding Grouped (*depending on the facility requirements*)

1. Open the **Appointments Screen** and locate the required episode
2. **Right Click** to reveal the menu & select **Create Invoice**

3. The **Create Invoice** page will display with the following necessary information:

 - a. All patient information specific to the episode
 - b. Billing information including:
 - Billing Type
 - Theatre Times
 - c. Procedure Items being billed
 - d. Other Services being billed
 - e. The **Bill To** feature allows other services to be billed to the patient or a third-party company, even if the main invoice is being billed to a health fund. Selecting **Patient** from this dropdown will create a separate invoice/invoice number for the patient account
 - f. The **Financial Notes & Episodes notes** fields will reflect notes that have been entered into the patients' Episodes screen.
4. As long as all required information has been previously entered into the **Theatre Screen**, there should be few reasons that anything on the Create Invoice page needs to be amended
5. Click **Proceed to see charges**

6. The invoice information is displayed, including:
 - Accounting Period (That the revenue will be applied to)
 - Bill Type
 - ECLIPSE transmission status
7. The **Accommodation** charges will be shown
8. The **Theatre & Other Services Charges** will be displayed
9. **GST** can be amended with a **Right Click** in the **GST Field**
10. Custom **Invoice Messages** are able to be added. (*Invoice Message Templates can also be added in **Settings > Invoice / IFC Messages**, so that they can easily be selected from the dropdown list*)
11. Invoice template can be selected
12. **Print & Save** can be selected when the invoice isn't able to be sent via ECLIPSE & the user requires a printed or PDF copy of the invoice
13. **Save** can be selected when the invoice **is** able to be transmitted electronically via ECLIPSE & the user does not require a hard copy of the invoice

Once the user has selected Save for an invoice that can be transmitted electronically via ECLIPSE, they will then need to send this invoice by following the FYDO wiki instructions

[Claiming Hospital - Not Yet Sent](#)

For a more detailed explanation of FYDO invoicing please see:

[Hospital Invoicing / Billing an Episode Detailed](#)