

Invoice Override (Hospital)

The invoice override option is available when an invoice cannot be raised for a hospital episode and is generally intended for uninsured patients. Health fund episodes require billing information to be included in the HCP data extracts, so this option would not typically be used for these episodes. And PHDB Data Extracts also include financial information, so an error may be triggered if no invoice is raised for an episode. However, where a facility is not required to raise an invoice, these episodes can be removed from the **Billing Status > Show Not Billed Only Report** as well as the **Unbilled Revenue Report** by using the **Invoice Override** feature.

1. Navigate to Reports > Billing Status > Show Not Billed Only > Run Report.
2. Select the relevant episode, right click and select **Episodes**.

Reports / Billing Status ¹ Refresh

Filters Collapse ^

Location: All Locations Theatre Complete: All Theatre Report Types: Show not billed only ☐ Excludes cancelled episodes

Doctor: All Doctors Coding Complete: All Coding Patient Category: All Patient Categories ☒ Excludes Invoice Override

Fund: All Funds Order By: Alphabetical

Date between: From - To: 01/04/2026 -- 29/10/2026

Search... From: 01/04/2026 to 29/10/2026 Not Billed Only for All Locations and All Doctors and All Funds

Patient Name	MRN	Adm Date	Dis Date	Fund	Surgeon	Theatre Complete	Coding	Grouped	Theatre On Hold	Inv On Hold	Coding On Hold	Cancelled	Invoice Override
AURELIUS, Marcus	194	08/09/2026	08/09/2026	MPL	House, Greg	Y	C						
BOON, Benson	213	03/09/2026	03/09/2026	AUH	Eyes, Bright	Y	C			Contract Pending			
BOURNE, Jason	252	06/10/2026	07/10/2026	BLP	Eyes, Bright		C						
DREAM, Day	164	26/10/2026	26/10/2026	AHM	House, Greg	Y							
DUMPTY, Humpty	156	16/09/2026	18/09/2026	BLP	Black, Jack	Y	C						
FLINSTONE, Frederick	167	28/09/2026	28/09/2026	BLP	Black, Jack	Y	C					Cancelled After Arrival	

Context menu for Aurelius, Marcus:

- Edit Appointment
- Admission
- Discharge
- Coding
- Create Invoice
- Episodes ²
- Patient

3. Once you're on the patients Episode screen, find **Financial Notes** and select **Edit**.
4. If an invoice is not required for the episode, select the **Invoice Override** tick box and press **Save**.
5. Once selected, the episode will no longer appear in the Billing Status Report.

Admission Date: 16/10/2026 | Invoices for Admission: 54 Episode Total 0.00 Balance Due 0.00 ☐ Show voided invoices

Inv #	To	Charge inc GST	Adjustments	Payments	Balance Due	Last Audit Date/Time	Last User Edited
No invoices found							

Invoice Total 0.00 Balance Due 0.00 ☐ Show voided transactions Invoice Options

Inv #	To	DOS From	Acc Period	T	Code	Description	Qty	B	Charge inc GST	GST	T	Audit Date	User
No invoices found													

Episode Notes Edit Financial Notes ³ Edit

Next follow up date: ⁴ ☐ Invoice Override

NOTE: There is an audit log associated with this box along with a new permission level. By default, this permission will inherit the settings from the existing option to **Delete Transactions**.

Episodes marked with Invoice Override will be excluded from the **Billing Status > Show Not**

Billed Only Report by default. However, these episodes can still be viewed by unticking the **Excludes Invoice Override** checkbox.

Reports / Billing Status

Run Report

Filters

Location

All Locations

Theatre Complete

All Theatre

Report Types

Show not billed only

Excludes cancelled episodes

Date between

From - To

01/04/2026 → 29/10/2026

Doctor

All Doctors

Coding Complete

All Coding

Patient Category

All Patient Categories

Excludes Invoice Override

Fund

All Funds

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