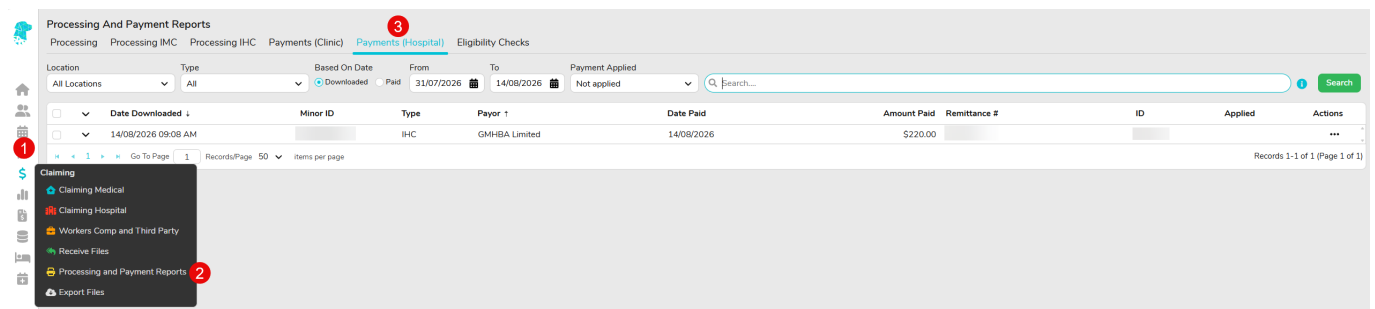


Processing Hospital ECLIPSE Payment Files

Health Fund payments that are paid to the hospital via Eclipse are downloaded automatically into FYDO when a user logs in.

To check for payment files and apply a payment, navigate to the sidebar icons:

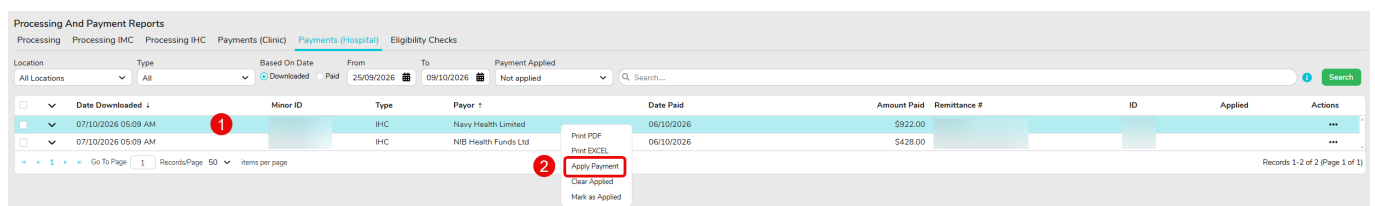
1. Hover over the **Claiming** icon
2. Select **Processing and Payments Reports**
3. Click on the **Payments (Hospital)** tab



This will display a list of payments that have been downloaded into FYDO via Eclipse.

To apply a payment:

1. Right click on the payment line of the payment you wish to apply (or use the three dots on the right to display the menu)
2. Click **Apply Payment**



This will open another screen and will automatically populate all the payment information.

1. Depending on the workflow of your facility, you are able to change the **Payment Date** to the date the payment was received into the facilities bank account. This helps ensure the **accounting period date** reflects the exact date the payment was received.
2. The **Payment Type** will be Direct Deposit
3. **Amount** will show the total amount of the payment made
4. The **Drawer** will be the name of the health fund
5. The **Reference No.** will be the remittance, payment or reference number the fund has applied to this payment
6. The list of the patients/invoices that are included in the payment file and shown on the right
7. If the allocated amounts add up to the **Total Amount** that the system is expecting, the **Out of**

Balance amount will reflect \$0.00

8. Click **Save** to apply the payment to each invoice listed on this screen

The screenshot shows the 'Payments' screen with the following details:

- Location:** [Dropdown]
- Payment Date:** 06/10/2026
- Payment Type:** Direct Deposit
- Amount:** 922.00
- Drawer:** Navy Health Limited
- Reference No.:** [Field]
- Bank:** [Field]
- Branch:** [Field]
- TIP:** ☐

Table:

Inv#	Patient Name	MRN	Fund	Outstanding	Allocated
1830	[Redacted]	997	NHB	922.00	922.00

Summary: Total Allocated: 922.00, Total Payment: 922.00, Out of Balance: 0.00

Buttons: Save, Cancel

If the **Out of Balance** field reflects an amount, it will be shown in **red**. This is when the user will need to investigate what has occurred and resolve the issue in order to balance the payment and save it. We recommend calling the health fund in the first instance as they will be able to provide information on which claims this relates to.

The screenshot shows the 'Payments' screen with the following details:

- Location:** [Dropdown]
- Payment Date:** 14/09/2026
- Payment Type:** Direct Deposit
- Amount:** 220.00
- Drawer:** GMHBA Limited
- Reference No.:** [Field]
- Bank:** [Field]
- Branch:** [Field]
- TIP:** ☐

Table:

Inv#	Patient Name	MRN	Fund	Outstanding	Allocated
[Redacted]	[Redacted]	[Redacted]	GMH	220.00	100.00

Summary: Total Allocated: 100.00, Total Payment: 220.00, Out of Balance: 100.00

Buttons: Save, Cancel

Once clicking **Save**, if there are any outstanding balances on the patients account after the payment has been applied, FYDO will give you the option to print a report.

If no report is required, click **No**.

Payments

Do you want a printout of a list of the patients with outstanding balances?

No Yes

If a report is required, click **Yes** and the report will produce showing the **MRN**, **invoice number** and the **outstanding balance**.

Payment (Hospital) Report of Patient's with Outstanding Balances

MRN	Patient Name	Inv	HF	Fund Name	Balance Outstanding
15810		1719	MPL	Medibank Private Limited	20.00
10368		1723	MPL	Medibank Private Limited	42.00
15810		1727	MPL	Medibank Private Limited	42.00
13781		1728	MPL	Medibank Private Limited	54.60

Payment(Hospital)-

Page 1 of 1

Date: 09/10/2026 12:39 PM

There are also many other useful features on the **Payments (Hospital)** screen.

The screenshot shows the 'Payments (Hospital)' screen with the following features highlighted by numbered callouts:

- 1**: The 'Payment Applied' dropdown menu, currently set to 'Not applied', with a calendar icon for date selection.
- 2**: The search bar with a magnifying glass icon and a 'Search' button.
- 3**: The 'Print PDF' action button in the right-hand actions menu.
- 4**: The 'Print EXCEL' action button in the right-hand actions menu.
- 5**: The 'Clear Applied' action button in the right-hand actions menu.
- 6**: The 'Mark as Applied' action button in the right-hand actions menu.

1. When searching for remittances, use the calendar to view a larger time-length by changing the **From** date and use the **Payment Applied** dropdown by changing to **Show All**
2. In the **Search** bar, you can search by payor, remittance ID, servicing, payee, Batch Number and Invoice Number. Hover over the information tooltip for information on searchable data
3. Right click on the payment line to access further actions, such as printing the remittance by clicking **Print PDF**
4. Print the remittance in Excel format by clicking **Print EXCEL**
5. Marking the payment line as **Clear Applied** will put the payment back on the **Not Applied** screen, making the payment as not applied again. *(Please note; if this payment has been applied in error, you will also need to go onto each patients Episodes Screen and remove the payments individually)*
6. In the instance the fund duplicates the electronic remittance, or you have already applied a payment manually, you can click **Mark Applied** to remove this payment off this screen

You can also select multiple remittances at once to **Print PDF** or **Print Excel**.

Processing And Payment Reports

Processing Processing IMC Processing IHC Payments (Clinic) **Payments (Hospital)** Eligibility Checks

Print PDF Print Excel X 3 Items Selected

	Date Downloaded	Minor ID	Type	Payor	Date Paid	Amount Paid	Remittance #	ID	Applied	Actions
☐	13/10/2026 05:14 AM		IHC	Teachers Health	12/10/2026	\$896.06				...
☐	13/10/2026 05:14 AM		IHC	DVA	11/10/2026	\$1,175.05				...
☒	13/10/2026 05:14 AM		IHC	Australian Health Management	13/10/2026	\$2,590.55				...
☐	13/10/2026 05:14 AM		IHC	Defence Health Ltd	12/10/2026	\$1,521.06				...
☐	13/10/2026 05:14 AM		IHC	NIB Health Funds Ltd	12/10/2026	\$757.00				...
☐	13/10/2026 05:14 AM		IHC	BUPA AUSTRALIA	12/10/2026	\$28,493.00				...

Go To Page 1 Records/Page: 50 Items per page Records 1-6 of 6 (Page 1 of 1)

If you wish to view the remittance on the screen, simply **click the arrow** on the lefthand side.

This will open the Payment File and you can view the:

Processing And Payment Reports

Processing Processing IMC Processing IHC Payments (Clinic) **Payments (Hospital)** Eligibility Checks

Location: All Locations Type: All Based On Date: From 29/09/2026 To 13/10/2026 Payment Applied: Not applied Search...

	Date Downloaded	Minor ID	Type	Payor	Date Paid	Amount Paid	Remittance #	ID	Applied	Actions
☐	13/10/2026 05:14 AM		IHC	Teachers Health	12/10/2026	\$896.06				...
☐	13/10/2026 05:14 AM		IHC	DVA	11/10/2026	\$1,175.05				...
☒	13/10/2026 05:14 AM		IHC	Australian Health Management	13/10/2026	\$2,590.55				...
☐	13/10/2026 05:14 AM		IHC	Defence Health Ltd	12/10/2026	\$1,521.06				...
☐	13/10/2026 05:14 AM		IHC	NIB Health Funds Ltd	12/10/2026	\$757.00				...

Bank Account BSB Account Payment Reference

Transaction Id	Batch #	Invoice	Date Sent	MRN	Patient Name	Amount Paid
	1	82276	14/09/2026			\$366.00
		82420	14/09/2026			\$391.00

Go To Page 1 Records/Page: 50 Items per page Records 1-6 of 6 (Page 1 of 1)

1. Batch number
2. Invoice number - **this is also a hyperlink that will take you directly to the invoice**
3. Date the claim was sent
4. Patients MRN
5. Patients name
6. The amount that has been paid in this remittance

These remittances are always saved in FYDO and can be found by using the filters mentioned above. This means there is no need to keep a physical copy of the remittance because if it is ever required for auditing purposes, it can be obtained and printed from FYDO.