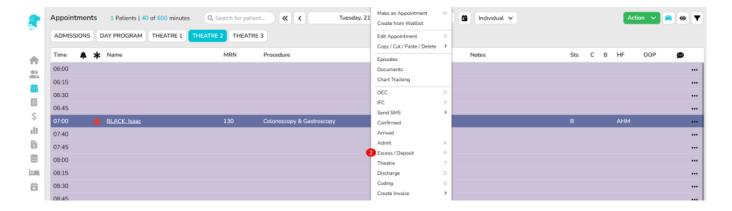
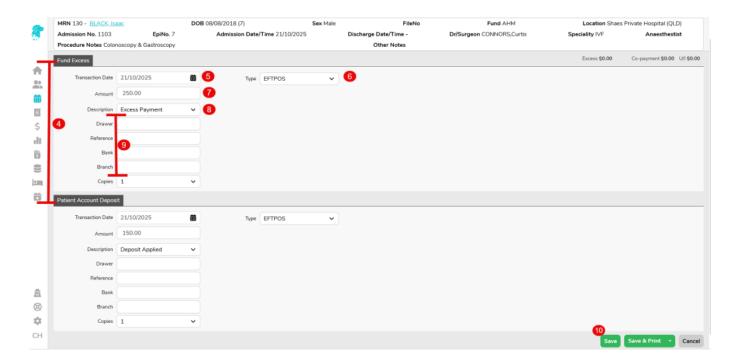
## **Receipt a Patient Payment (Hospital)**

## Receipting a patient payment on admission e.g., Excess payment, payment of account etc

- 1. Select required patient & Right-Click to expand menu
- 2. Select Excess/Deposit



3. Complete required information



## 4. Deposit type

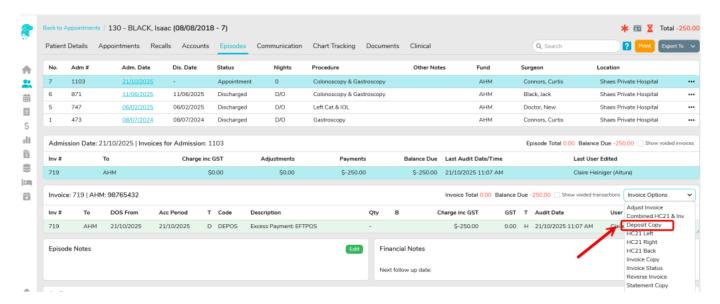
- a. **Fund Excess** for all excess payments or payments that are required to be applied to a health fund invoice
- b. Patient Account Deposit for all payments to go towards an uninsured invoice
- 5. **Transaction Date** will automatically populate with the current date
- 6. Select payment Type e.g., EFTPOS, Cash, Cheque etc

- 7. Enter the **Amount** that has been paid
- 8. Select the **Payment Description** relative to the payment being made. NB. These descriptions are fully customisable & can be amended to suit the facility. This can be done in **Settings** > **Deposit Types**
- 9. Complete Drawer, Reference, Bank & Branch when payment is made via Cheque
- 10. Select **Save** or **Save & Print** to produce a printed copy of the receipt

Both Fund Excess & Patient Account Deposit receipts can be processes simultaneously to save the user following the above process twice.

These transactions can be found by selecting the required patient & using the **Right-Click** to display the menu and selecting **Episode**.

Select the required episode date from the list at the top of the screen.



The receipt can then be re-printed by using the **Invoice Options** on the right of the **Episode** screen & selecting **Deposit Copy**.