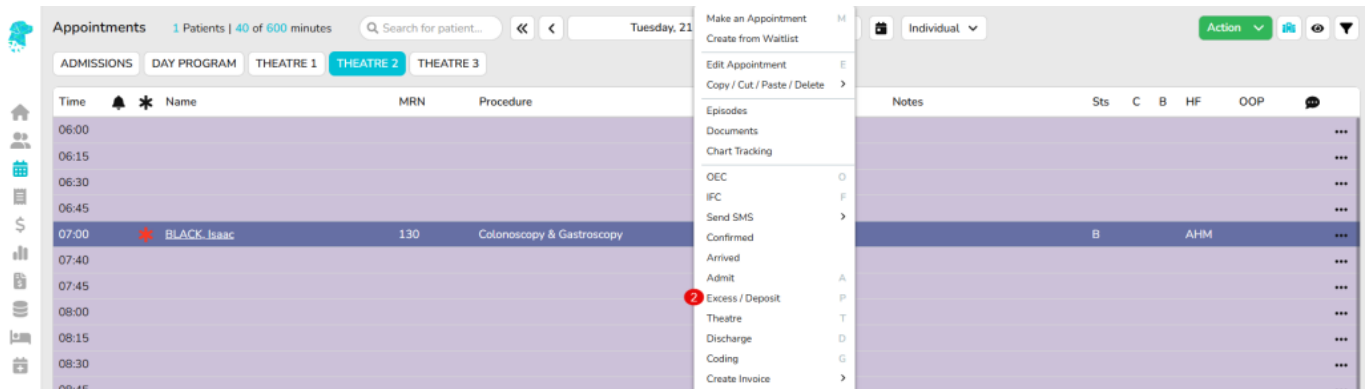


Receipt a Patient Payment (Hospital)

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

The screenshot shows the 'Fund Excess' and 'Patient Account Deposit' forms. The 'Fund Excess' form is filled out with the following details: Transaction Date: 21/10/2025, Amount: 250.00, Description: Excess Payment, Type: EFTPOS. The 'Patient Account Deposit' form is also visible with Transaction Date: 21/10/2025, Amount: 150.00, Description: Deposit Applied, Type: EFTPOS. Red circles and numbers 4 through 10 highlight specific fields and actions: 4 points to the 'Fund Excess' tab, 5 points to the Transaction Date field, 6 points to the Type dropdown, 7 points to the Amount field, 8 points to the Description dropdown, 9 points to the Reference field, and 10 points to the Save button.

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 screenshot displays the 'Episodes' tab for patient 130 - BLACK, Isaac (08/08/2018 - 7). The top section shows a list of episodes with columns: No., Adm #, Adm. Date, Dis. Date, Status, Nights, Procedure, Other Notes, Fund, Surgeon, and Location. Below this, there's a summary of admission and invoices. The 'Invoice: 719 | AHM: 98765432' section is expanded, showing a table with columns: Inv #, To, DOS From, Acc Period, T Code, Description, Qty, B, Charge inc GST, GST, T, Audit Date, and User. A red arrow points to the 'Deposit Copy' option in the 'Invoice Options' dropdown menu.

No.	Adm #	Adm. Date	Dis. Date	Status	Nights	Procedure	Other Notes	Fund	Surgeon	Location
7	1103	21/10/2025	-	Appointment	0	Colonoscopy & Gastroscopy		AHM	Connors, Curtis	Shaes Private Hospital
6	871	11/06/2025	11/06/2025	Discharged	D/O	Colonoscopy & Gastroscopy		AHM	Black, Jack	Shaes Private Hospital
5	747	06/02/2025	06/02/2025	Discharged	D/O	Left Cat & IOL		AHM	Doctor, New	Shaes Private Hospital
1	473	08/07/2024	08/07/2024	Discharged	D/O	Gastroscopy		AHM	Connors, Curtis	Shaes Private Hospital

Inv #	To	Charge inc GST	Adjustments	Payments	Balance Due	Last Audit Date/Time	Last User Edited
719	AHM	\$0.00	\$0.00	\$-250.00	\$-250.00	21/10/2025 11:07 AM	Claire Heiniger (Altura)

Inv #	To	DOS From	Acc Period	T Code	Description	Qty	B	Charge inc GST	GST	T	Audit Date	User
719	AHM	21/10/2025	21/10/2025	D DEPOS	Excess Payment: EFTPOS	-		\$-250.00	0.00	H	21/10/2025 11:07 AM	Claire

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