

# 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 processed 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 **History**.

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 **History** screen & selecting **Deposit Copy**.

104 - CLAMPETT, Elly

Total -500.00 Allergy Back to Appointments

Patient DetailsOtherAppointmentsRecallsAccountsEpisodesCommunicationDocumentsClinical

PrintExport To

No.	Adm #	Adm. Date	Dis. Date	Sits	Nights	Procedure	Other Notes	Fund	Surgeon	Location	Actions
1	1	31/05/2022	-		Appointment	1	Gastroscopy	NIB	Duck, Daffy	Adeney Private Test	

Invoice for Admission: 1 | Admission Date: 31/05/2022

Episode Total 00.00Balance Due -500.00Invoice Options

Inv #	To	DOS From	Acc Period	T Code	Description	Qty	B	Charge Inc GST	GS*	T	Audit Date	User
1	NIB	01/06/2022	01/06/2022	D DEPOS	Excess Payment: EFTPOS	-		\$-500.00	0.00	H	01/06/2022 7:36AM	Shae Darr

Episode NotesFinancial NotesAudit

Invoice Options

Adjust Invoice

Deposit Copy

HC21 Left

HC21 Right

HC21 Back

Invoice Copy

Invoice Status

Reverse Invoice

Statement Copy