## **<u>Receipt a Patient Payment (Hospital)</u>**

## 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

-	and a second		Make an Appointment	Tuesday, 31 May 2022	
	O May ✓ 2022 ✓ O Mu Tu We Th Fr Se Se	THEATRE 1 THEATRE 2 THEATRE 3 THEATRE 4	Edit Episode Gopy Appointment Cut Appointment Paste Appointment	NUMBER OF APPOINTMENTS 1 1 TOTAL MINUTES 30 OF 720 Minu	UAL WEEKLY
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- 3. Complete required information
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- 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 **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**.

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