<u>Receipting a Manually Received Hospital</u> <u>Remittance</u>

If a remittance is received in paper form, or any form other than eclipse. These steps are also to be followed when an uninsured patient makes an additional payment towards an invoice that has already been raised.

1. Hover over the Accounts icon in the main menu & select Payments



- 2. Select the **Location** (for a multi-location database, single location systems will automatically populate)
- 3. The **Payment Date** will automatically be set to the current date. Depending on access levels you may be able to back date if required
- 4. Select the **Payment Type**
- 5. Enter the total **Amount** of the payment being receipted
- 6. Type the name of the company that the payment is being received from in the **Drawer** field
- 7. Click on **Click to Search for an individual Account** to display the Patient Lookup box to search for a patient name, MRN, DOB, Invoice Number etc
- 8. Double click on the patient or episode or invoice that you wish to apply the payment towards
- 9. The account will display on the screen with the **Outstanding** amount & the **Allocated** amount
- 10. If the Allocated amount is different than the system has pre-populated, you can simply click in the field & over-ride the price.
- 11. Repeat steps 7 > 10 for subsequent invoices included in that payment
- 12. You will be unable to allocate the payment until the Total Amount & the Allocated Amounts match
- 13. Once the **Out of Balance** field is zero you can click **Save**

Location	ACSS Bondi Hospital	= ~ 2	Click to Search for an Individual Account						
Payment Date Payment Type	Direct Deposit		Inv#	Patient Name		MRN	Fund	Outstanding	Allocate
Amount	4,000.00 5		521	BOND, James	0	263	BUP	2,300.00	2,300.00
Drawer	Medibank Private 6								
Reference No.									
Bank				Total Allocated	2,300.00	Total Payment	4,000.00 Ot	t of Balance	
Branch									
T/P									-
								C2 Save	Cancel

14. If there is a discrepancy between the **Outstanding** amount & the **Allocated** amount you will be prompted to print out a report showing the **Outstanding Balances**. Click **Yes** to enable these amounts to be chased up

