

Receipting for an Episode that is partially covered by the Health Fund

There will be some instances where insured patients need to pay for part of their procedure.

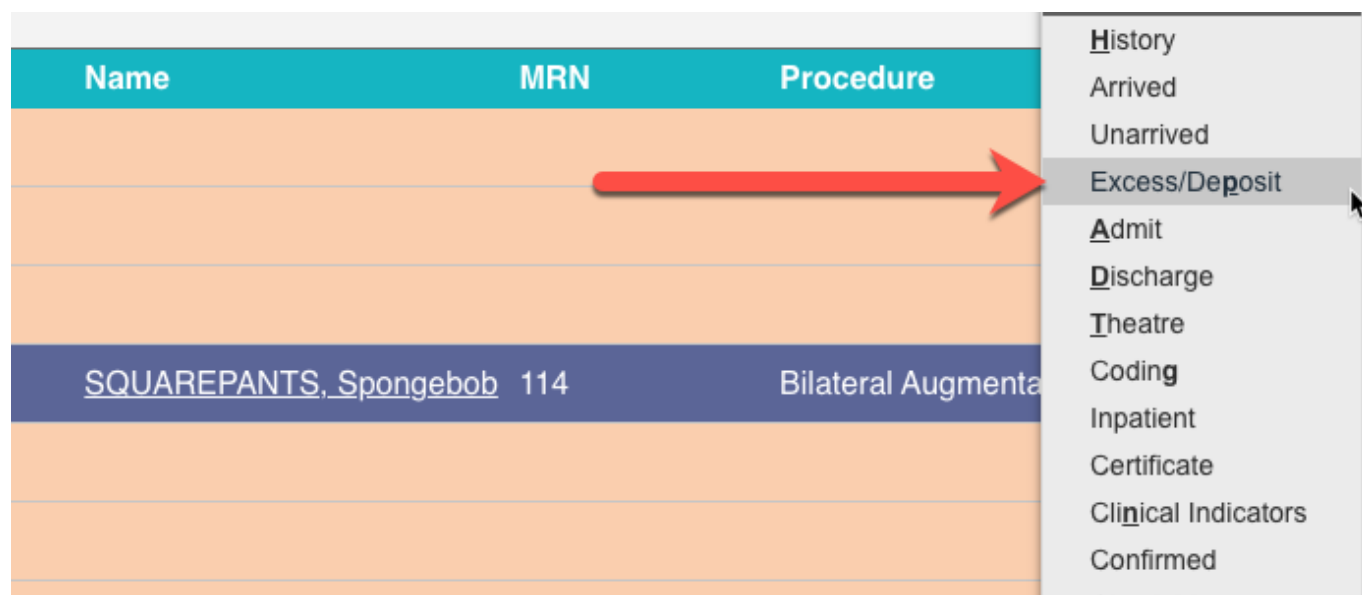
Maybe some of the procedures is classified as a cosmetic procedure, maybe they have restrictions on their level of cover & the hospital is able to raise a charge to the patient for those extra procedures.

Maybe the hospital is contracted for 2nd Tier rates and can charge a patient gap or they want to charge a credit card surcharge to the patient.

Whatever the case may be, FYDO accommodates this split method of billing the health fund AND the patient seamlessly.

To create an IFC for a patient whose admission is only partially covered by the health fund, see instructions on [Creating an IFC for an Episode that is Partially Covered by the Health Fund](#)

To receipt the patient for their Insured & Uninsured portions of their payment at the same time navigate to the appointments screen, right click on the episode & select **Excess/Deposit**.




Then use the **Fund Excess** section to receipt the payment that is required to go towards the **Insured Fund Invoice** and use the **Patient Account Deposit** section to receipt the payment that is required to go towards the **Uninsured Patient Invoice**.

The screenshot shows the 'DEPOSIT/EXCESS' form for patient 'MRN 114 - SQUAREPANTS, Mr Spongebob'. The form has two main sections: 'Fund Excess' and 'Patient Account Deposit'. The 'Fund Excess' section has fields for Transaction Date (24/05/2023), Amount (250.00), Type (EFTPOS), Description (Excess Payment), Drawer, Reference, Bank, Branch, and Copies (1). The 'Patient Account Deposit' section has fields for Transaction Date (24/05/2023), Amount (5.50), Type (EFTPOS), Description (Surcharge), Drawer, Reference, Bank, Branch, and Copies (1). A green callout box points to the 'Fund Excess' section with the text 'Receipt fund payments (eg Excess or Co-Payment) in the Fund Excess section'. An orange callout box points to the 'Patient Account Deposit' section with the text 'Receipt patient payments (eg Surcharge or Gap) in the Patient Account Deposit section'. The form also shows a total of 3,285.00 and buttons for Save, Save & Print, and Cancel.

Click **Save & Print** to produce a copy of the receipts for the patient.

If you navigate to the **History/Episodes** screen you will be able to see that there has been an **Insured Invoice Number** raised, along with an **Uninsured Invoice Number** raise.



Invoice for Admission: 168 Admission Date: 24/05/2023											
Inv #	To	From	Acc Period	T	Code	Description	Qty	B	Charge inc GST	GST	T
81	MPL	24/05/2023	24/05/2023	D	DEPOS	Excess Payment: EFTPOS	-		\$-250.00	0.00	H
82	U/I	24/05/2023	24/05/2023	D	DEPOS	Surcharge: EFTPOS	-		\$-5.50	0.00	P