<u>Receipting for an Episode that is partially</u> <u>covered by the Health Fund</u>

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 <u>Creating an IFC for an Episode that is Partially Covered by the Health Fund</u>

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**.

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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**.

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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.

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