

# Refund Adjustment via Episodes Screen (Hospital)

Navigate to the **Episodes Screen** and select the **invoice** that requires the refund.  
Utilise the **Invoice Options** dropdown to select **Adjust Invoice**.

154 - SWAGGER, Bob Lee (08/12/1975 - 49)

Patient Details

Appointments

Recalls

Accounts

Episodes

Communication

Chart Tracking

Documents

Clinical

Search

Print

Export To

No.	Adm #	Adm. Date	Dis. Date	Status	Nights	Procedure	Other Notes	Fund	Surgeon	Location
19	846	23/05/2025	-	Admitted		Colonoscopy & Gastroscopy	BMI 44	BUP	House, Greg	Shaes Private Hospital
17	821	02/05/2025	02/05/2025	Discharged	D/O	Colonoscopy test	bmi 44	BUP	Eyes, Bright	Shaes Private Hospital
16	818	01/05/2025	01/05/2025	Discharged	D/O	Gastroscopy		BUP	Eyes, Bright	Shaes Private Hospital
15	780	27/03/2025	27/03/2025	Discharged	D/O	Colonoscopy		BUP	Connors, Curtis	Shaes Private Hospital
11	682	30/01/2025	30/01/2025	Discharged	D/O	Gastroscopy		BUP	Connors, Curtis	Shaes Private Hospital

Admission Date: 23/05/2025 | Invoices for Admission: 846

Episode Total 0.00 Balance Due -500.00 ☐ Show voided invoices

Inv #	To	Charge inc GST	Adjustments	Payments	Balance Due	Last Audit Date/Time	Last User Edited
573	U/I	\$0.00	\$0.00	\$-500.00	\$-500.00	22/05/2025 11:46 AM	Paula Martin (Altura)

Invoice: 573 | U/I: 123456

Invoice Total 0.00 Balance Due -500.00 ☐ Show voided transactions

Inv #	To	DOS From	Acc Period	T	Code	Description	Qty	B	Charge inc GST	GST	T	Audit Date	User
573	U/I	23/05/2025	22/05/2025	D	DEPOS	Deposit Applied: Credit Card	-		\$-500.00	0.00	P	22/05/2025 11:46 AM	Paula Ma

Episode Notes

Financial Notes

Next follow up date:

Invoice Options

1. The **Transaction Date** will populate as the current date but can be amended if required to reflect the actual date the refund was processed.
2. Select **Refund** in the **Type** field.
3. The **Payment Type** field is displayed allowing the facility to record how the refund was processed.
4. Add the **refund amount** to the corresponding **Allocated** field.
5. Click **Save**

ACCOUNTS

ADJUSTMENTS

SWAGGER, Bob Lee

Adjustment Details

Location

Shaes Private Hospital

Show All Invoices

Transaction Date

22/05/2025

Type

REFUND

Payment Type

Direct Deposit

Drawer

Reference No.

Bank

Branch

Click to Search for an Individual Account

MRN	Surname	First Name	Adm Date	Inv#	Fund	Balance	Allocated	Possible Balance
154	SWAGGER	Bob Lee	30/01/2025	469	BUP	750.00	0.00	750.00
154	SWAGGER	Bob Lee	27/03/2025	498	BUP	1,333.00	0.00	1,333.00
154	SWAGGER	Bob Lee	01/05/2025	557	BUP	750.00	0.00	750.00
154	SWAGGER	Bob Lee	02/05/2025	525	BUP	750.00	0.00	750.00
154	SWAGGER	Bob Lee	02/05/2025	526	U/I	-1,000.00	0.00	-1,000.00
154	SWAGGER	Bob Lee	23/05/2025	573	U/I	-500.00	0.00	-500.00

Total Allocated : 0.00

Save

Cancel