<u>Refund Adjustment via Episodes Screen</u> (<u>Hospital</u>)

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

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- 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

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