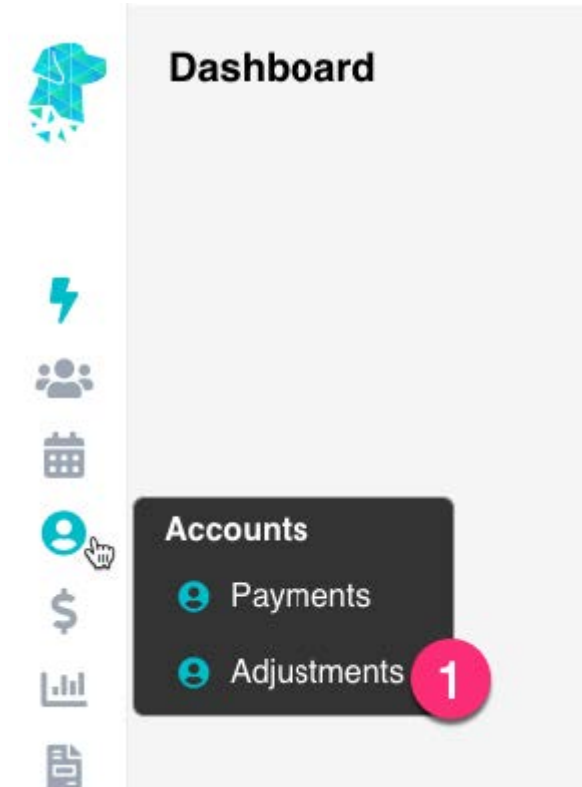


Refund Journal via the Adjustments Screen (Hospital)

If a patient or health fund is required to be refunded the system will reflect this transaction by following these steps.

1. Go to **Accounts** in the main menu & select **Adjustments**



2. For multi-location systems, use the drop down to select the relevant **Location**
3. Enter the required **Transaction Date** if it differs from the current date
4. Use the **Type** dropdown to select **Refund**
5. Once Refund is selected for the Type, the **Payment Type** field will be displayed so the method of the transaction can be documented
6. Type the required information in the **Drawer** field
7. Use the **Reference No.**, **Bank & Branch** fields, if the facility work instructions require, to document additional information regarding a bank cheque etc
8. Click "**Click to Search for an individual Account**" and the search box will be displayed to find the required patient
9. Once a patient is selected, the invoices with an outstanding amount will be displayed
10. Use the **Show All Invoices** option to display invoices that don't currently have an outstanding balance
11. Type the amount to be refunded in the **Allocated** column
12. Once you have moved from the Allocated field the system will show you the **Possible Balance** of the invoice, following the adjustment
13. Once all details have been confirmed & are correct click **Save**



212 - Tom, Brady

Adjustment Details

Location: ACSS Bondi Hospital 2

Transaction Date: 15/06/2022 3

Type: REFUND 4

Payment Type: Direct Deposit 5

Drawer: 6

Reference No.: 7

Bank: 7

Branch: 7

[Click to Search for an Individual Account](#) 8

Show All Invoices 10

MRN	Surname S;	First Name S;	Adm.Date S;	Inv#	Fund	Balance	Allocated	Possible Balance
212	Brady	Tom	02/05/2022 9	516	AHM	1,890.00	0.00 11	1,890.00 12

Total Allocated : 0.00

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