<u>Reversing a Hospital Invoice</u>

For an invoice that has been incorrectly billed or needs to be reversed by way of a journal entry. Navigate to the required patient using number 1 or 2 below

- 1. Select **Patient** tab in the left-hand menu
 - a. Search for the required patient using the field in the top right
 - b. Double click on required patient
 - c. Navigate to the **Episodes** tab across the top of the patient record
- 2. Select Appointments tab in the left-hand menu
 - a. Search for the required patient using the field in the centre at the top or
 - b. Use the calendar to navigate to the episode date
 - c. Once the patient has been located, right-click on their appointment & select **History**
- 3. Ensure that the correct episode is selected from the list at the top
- 4. Ensure that the correct invoice is selected from the information for that admission (NB this is important if there are multiple invoices for the one episode)
- 5. Use the **Invoice Options** drop-down on the left of the screen
- 6. Select **Reverse Invoice**

Invite To DOS From Acc Period T Code Description 1 392 0205/2022 06/01/2022 Discharged D/O Left Cat & IOL Image: Code of Cat and		CSS Bondi Hospital	Ham. A						Procedure	Nights	Ste	ate:	Date Dis Dat	Adm	Adm #	No.
1 392 0601/2022 0601/2022 Discharged D/O AHM Philiposis, M ACSS Bondi Hospital Invoice for Admission Date: 02/05/2022 Inv / To DOS From Acc Period T Code Description. On B Charge inc 05T GST T Audit Date Uter HC21 Invoice of Admission Date: 02/05/2022 A ACCOM SameDay Accommodation Fee Band : 3 1 3 \$250.00 0.00 H 01/06/2022 10:55AM Shae Dar (HC21 Invoice service of intersection of intercolar lens. Lens extraction and insertion extraction and insertion extraction and insertion extreme extracti			, many A	Potts	HM	eds a wheelchair AH	Nee	0	Left Cat & IOL	d D/O	Discharg	/2022	/2022 02/05/20	02/05/	528	2
Invoice for Admission 528 Admission Date: 02/05/2022 Episode Total 2,429.00 Balance Due 2,4		CSS Bondi Hospital	posis, M A	Philli	нм	AH		•		d D/O	Discharg	2022	/2022 06/01/20	06/01/	392	1
Inv # To DOS From Acc Period T Code Description Only 8 Charge Inc GST GST T Audit Date User HC211 516 4 AHM 02/05/2022 02/05/2022 A ACCOM SameDay Accommodation Fee Band : 3 1 3 \$250.00 0.00 H D1/06/2022 10:55AM Shae Darr (HC21 In the sector of the correction of t	Options	e Due 2.435 Invesce Op	ode Total 2.429.00 Balanci	Epis									ion Date: 02/05/2022	on 528 Admissi	for Admissio	Invoice
516 4 AHM 02/05/2022 02/05/2022 A ACCOM SameDay Accommodation Fee Band : 3 1 3 \$250.00 0.00 H 01/06/2022 10.55AM Shae Dar (No.C1) Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of firmation	Copy aft	Adjust Inv Deposit C HG21 Left	Audit Date	T	GST	Charge inc GST	В	Qty		Description	Code	Ť	Acc Period	DOS From	To	lnv #
Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of	ack Commi	Shae Darr (HC21 Bac	01/06/2022 10:55AM	н	0.00	\$250.00	3	1	on Fee Band : 3	SameDay Accommodati	ACCOM	A	02/05/2022	02/05/2022	4 AHM	516
516 AHM 02/05/2022 02/05/2022 T 42702 refractive error except for anisometropia greater - 6 \$1,800.00 0.00 H 01/06/2022 10:55AM Shae (Statem than 3 diopres following the removal of cataract in the first eye (Anaes.)	Status Invoice Int Copy	Shae 6 (Statement	01/06/2022 10:55AM	н	0.00	\$1,800.00	6	i.	rtion of intraocular lens, med for the correction of an anisometropia greater the removal of cataract	Lens extraction and inse excluding surgery perfor refractive error except for than 3 dioptres following in the first eye (Anaes.)	42702	т	02/05/2022	02/05/2022	АНМ	516
515 AHM 02/05/2022 02/05/2022 O AL021 Alcon AcrySof SN60WF 1 6 \$290.00 0.00 H 01/06/2022 10:55AM Shae Darr (ACSS)		Shae Darr (ACSS)	01/06/2022 10:55AM	н	0.00	\$290.00	6	1		Alcon AcrySof SN60WF	AL021	0	02/05/2022	02/05/2022	AHM	516
516 AHM 02/05/2022 02/05/2022 O AL.005 DUOVISC VISCOELASTIC SYSTEM 1 6 \$89.00 0.00 H 01/06/2022 10:55AM Shae Darr (ACSS)		Shae Darr (ACSS)	01/06/2022 10:55AM	н	0.00	\$89.00	6	1	TIC SYSTEM	DUOVISC VISCOELAS	AL005	0	02/05/2022	02/05/2022	AHM	516

- 7. The **Reverse Invoice** window will appear. Click on the invoice that you wish to reverse & it will turn a light shade of blue
- 8. Click the **Reverse Invoice** option

			Rev	verse Invoice	×
A	Reversal date	18/07/2022			
655	Adm Date	Invoice No.	Fund	Location Name	Balance
т	02/05/2022	516	AHM 🖑	ACSS Bondi Hospital	2,429.00
0	Reverse Invoice	Cancel			-
0	AL005	VISC VISCOELASTIC	SYSTEM	1 6	\$89.00 0.00

9. The invoice will continue to show in the episode; however it will now be followed by the journal adjustments that have just been performed to revers it & zero it out

Concession in which the	Concernment of	PROPERTY OF TAXABLE PARTY.	PROPERTY OF TAXABLE PARTY.	III MARKED	THE OWNER WHEN		Concession of the local division of the loca	CONTRACTOR OF CO	Concession in the							
Patier	nt Details	Other Appoir	tments Recalls	Ad	counts	Episodes	Communi	cation Documents	Clinica	4					Print	Export
No.	Adm #	Adm. D	ate Dis. Dat	0	Sta		Nights	Procedure			ther Notes	Fund	Su	rgeon	Location	
2	528	02/05/2	02/05/20	022	Discha	rged	D/O	Left Cat & IOL		N	leeds a wheelchair	AHM	Pol	ts, Harry	ACSS Bondi Hosp	ital
1	392	06/01/2	06/01/20	220	Discha	rged	D/O					AHM	Ph	lliposis, M	ACSS Bondi Hosp	nal
Invoice	for Admissic	n: 528 Admission	Date: 02/05/2022											Episode Total 00.00	Balance Due 0.00	Noice Options
															9	ow voided tra
lnv ₹	To	DOS From	Acc Period	т	Code	Descriptio	n		Oty	8	Charge inc GST	GST	T	Audit Date	User	
516	AHM	02/05/2022	02/05/2022	Α	ACCOM	SameDay	Accommodatio	on Fee Band : 3	1	3	\$250.00	0.00	н	01/06/2022 10:55AM	Shae Darr (AC	SS)
516	АНМ	02/05/2022	02/05/2022	т	42702	Lens extra excluding t refractive e than 3 diop in the first e	ction and inse surgery perform mor except fo tres following aye (Anaes.)	rtion of intraocular lens, med for the correction of r anisometropia greater the removal of cataract	4	6	\$1,800.00	0.00	н	01/06/2022 10:55AM	Shae Darr (AC	55)
516	AHM	02/05/2022	02/05/2022	0	AL021	Alcon Acry	Sof SN60WF		1	6	\$290.00	0.00	н	01/06/2022 10:55AM	Shae Darr (AC	SS)
516	АНМ	02/05/2022	02/05/2022	0	AL:005	DUOVISC	VISCOELAST	IC SYSTEM	1	6	\$89.00	0.00	н	01/06/2022 10:55AM	Shae Darr (AC	SS)
516	АНМ	18/07/2022	18/07/2022	A	ACCOM	Reversal : 3	SameDay Acc	commodation Fee Band :	1	3	\$-250.00	0.00	н	18/07/2022 7:18AM	Shae Darr (AC	SS)
516	АНМ	18/07/2022	18/07/2022	т	42702	Reversal : intraocular the correct	Lens extractio lens, excludin on of refractiv	n and insertion of g surgery performed for e error except for		6	\$-1,800.00	0.00	н	18/07/2022 7:18AM	Shae Darr (AC	SS)