

Reversing a Hospital Invoice

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**

212 - BRADY, Tom

Total 2,671.35 Clinic Total 242.35 Hospital Total 2,429.00 Allergy

Patient Details Other Appointments Recalls Accounts Episodes Communication Documents Clinical

Print Export To

No.	Adm #	Adm. Date	Dis. Date	Sta	Nights	Procedure	Other Notes	Fund	Surgeon	Location	Actions
2	528	02/05/2022	02/05/2022	Discharged	D/O	Left Cat & IOL	Needs a wheelchair	AHM	Potts, Harry	ACSS Bondi Hospital	
1	392	06/01/2022	06/01/2022	Discharged	D/O			AHM	Philliposis, M	ACSS Bondi Hospital	

Invoice for Admission 528 | Admission Date: 02/05/2022

Episode Total 2,429.00 Balance Due 2,429.00

Inv #	To	DOS From	Acc Period	T	Code	Description	Qty	B	Charge inc	GST	T	Audit Date	User
516	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	Srae Darr
516	AHM	02/05/2022	02/05/2022	T	42702	Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive error except for anisometropia greater than 3 dioptres following the removal of cataract in the first eye (Anaes.)	-	6	\$1,800.00	0.00	H	01/06/2022 10:55AM	Srae
516	AHM	02/05/2022	02/05/2022	O	AL021	Alcon AcrySof SN60WF	1	6	\$290.00	0.00	H	01/06/2022 10:55AM	Srae Darr (ACSS)
516	AHM	02/05/2022	02/05/2022	O	AL005	DUOVISC VISCOELASTIC SYSTEM	1	6	\$89.00	0.00	H	01/06/2022 10:55AM	Srae Darr (ACSS)

Episode Notes Financial Notes Audit

Edit Note

Invoice Options

- Invoice Options
- Adjust Invoice
- Deposit Copy
- HC21 Left
- HC21 Right
- HC21 Back
- Invoice Copy
- Invoice Status
- Reverse Invoice
- Statement Copy

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

Reverse Invoice

Reversal date

Adm Date	Invoice No.	Fund	Location Name	Balance
02/05/2022	516	AHM	ACSS Bondi Hospital	2,429.00

Reverse Invoice
Cancel

O AL005	DUOVISC VISCOELASTIC SYSTEM	1	6	\$89.00	0.00
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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 reverse it & zero it out

212 - BRADY, Tom
Total 242.35 Clinic Total 242.35 Hospital Total 0.00
Back to Appointments

No.	Adm #	Adm. Date	Dis. Date	Sta	Nights	Procedure	Other Notes	Fund	Surgeon	Location	Actions
2	528	02/05/2022	02/05/2022	Discharged	D/O	Left Cat & IOL	Needs a wheelchair	AHM	Potts, Harry	ACSS Bondi Hospital	
1	382	06/01/2022	06/01/2022	Discharged	D/O			AHM	Phillips, M	ACSS Bondi Hospital	

Invoice for Admission: 528 | Admission Date: 02/05/2022

Episode Total 00.00 Balance Due 0.00

Inv #	To	DOS From	Acc Period	T	Code	Description	Qty	B	Charge inc	GST	GST	T	Audit Date	User
516	A-HM	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 Darr (ACSS)
516	A-HM	02/05/2022	02/05/2022	T	42702	Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive error except for anisometropia greater than 3 dioptres following the removal of cataract in the first eye (Anaes.)	-	6	\$1,800.00	0.00		H	01/06/2022 10:55AM	Shae Darr (ACSS)
516	A-HM	02/05/2022	02/05/2022	O	AL021	Alcon AcrySol SN60WF	1	6	\$290.00	0.00		H	01/06/2022 10:55AM	Shae Darr (ACSS)
516	A-HM	02/05/2022	02/05/2022	O	AL006	DUOVISC VISCOELASTIC SYSTEM	1	6	\$89.00	0.00		H	01/06/2022 10:55AM	Shae Darr (ACSS)
516	A-HM	18/07/2022	18/07/2022	A	ACCOM	Reversal : SameDay Accommodation Fee Band : 3	1	3	\$-250.00	0.00		H	18/07/2022 7:18AM	Shae Darr (ACSS)
516	A-HM	18/07/2022	18/07/2022	T	42702	Reversal : Lens extraction and insertion of intraocular lens, excluding surgery performed for the correction of refractive error except for anisometropia greater than 3 dioptres following	-	6	\$-1,800.00	0.00		H	18/07/2022 7:18AM	Shae Darr (ACSS)