

ADJUSTING ACCOUNTS AND RECEIPTS

Situations may arise where accounts and receipts need to be adjusted after a consultation. For reversals of accounts and receipts there will be a clear audit trail of changes made.

REPRINTING ACCOUNTS & RECEIPTS

1

- Open **patient details** → **accounts** → **display by receipts issued**
- **Tick** the copy or copies you wish to reprint
- Click **print** → **receipt copy** → **print all**

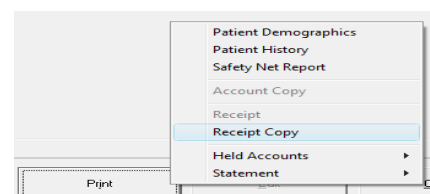


Patient Details			
Display By Receipts Issued			
Receipt No	Receipt Date	<input checked="" type="checkbox"/>	Entry Date
2	06/11/2008		06/11/2008

REVERSING RECEIPTS

2

- Open **patient details** → **accounts** → **display by receipts**
- **Select** receipt to be adjusted
- **Right click** and **select reverse**
- **Enter reason** for reversing the receipt

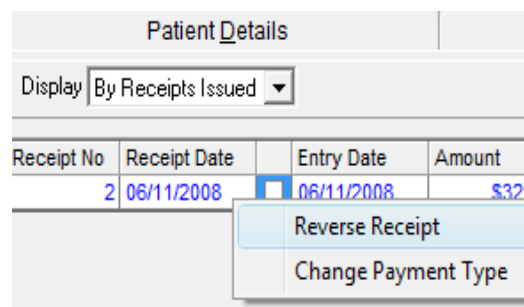


- Patient Demographics
- Patient History
- Safety Net Report
- Account Copy
- Receipt
- Reverse Receipt**
- Held Accounts
- Statement

REVERSING ACCOUNTS

3

- Open **patient details** → **accounts** → **display by items billed**
- Select show **'paid and unpaid accounts'**
- **Select account** to be adjusted
- Click on **reverse accounts** and **yes** to confirm
- **Enter reason** and click **OK** to save changes.



Patient Details			
Display By Receipts Issued			
Receipt No	Receipt Date	Entry Date	Amount
2	06/11/2008	06/11/2008	\$32

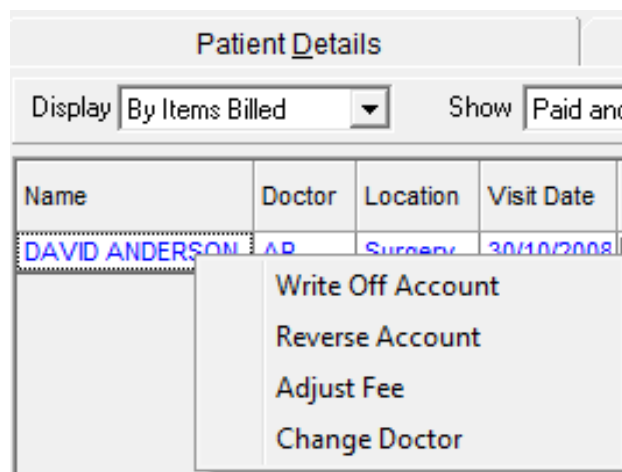
- Reverse Receipt
- Change Payment Type

ADJUSTING FEE

- Open **patient details** → **accounts** → **display by items billed**
- **Select account** to be adjusted
- **Right click** and **change doctor**
- **Select alternate doctor** and **confirm** changes

CHANGING TREATING DOCTOR

- Open **patient details** → **accounts** → **display by items billed**
- **Select account** to be adjusted
- **Right click** and **change doctor**
- **Select alternate doctor** and **confirm** changes.



Patient Details			
Display By Items Billed		Show Paid and	
Name	Doctor	Location	Visit Date
DAVID ANDERSON	AR	Surgery	30/10/2008

- Write Off Account
- Reverse Account
- Adjust Fee
- Change Doctor