

PROCESSING PATIENT PAYMENTS

Consultations can be paid in full, paid by gap only at tor an account given.

PAYMENT BY PATIENT AT TIME OF VISIT

- In Waiting Room screen, highlight the patient's name and click VISIT button
- Enter details of visit (ie Practitioner, date, invoice to, service details)
- Select Pay Now
- Select **Payment type** (EFTPOS, cheque, credit card, cash)
- Record **details** of payment
- Click the receipt button to preview receipt before printing for patient.

onalt tate: 1120-12 AM @ Torout tate: 3055001 Payer: MS XE DELCON 2 AAU ST	atient name:	JOE DILLON	Seen by:	: AP	· ·	ocation: Surge	ry 💌		
2 CARLE SH 2 CARL	onsult time:	11:32:42 AM	Dauger:	MD 105 D			(a)		
Header to: Patient	onsult date:	3/05/2011	 Instant 	2 EAGLE S	T 101 1224		3		
Service dotade Ben No Description Fee Note GST Rate GST Answer 22 \$465.00 \$300.70 \$chedule Fee 0 \$0.00 Text 23 \$465.00 \$300.70 \$chedule Fee 0 \$0.00 Text 24 \$465.00 \$300.70 \$chedule Fee 0 \$0.00 Text 24 \$465.00 \$300.70 \$chedule Fee 0 \$0.00 Text 25 \$465.00 \$300.70 \$chedule Fee 0 \$0.00 Text 26 \$chedule Fee 0 \$0.00 \$chedule Fee 0 \$0.00 Text 27 \$100 \$chedule Fee 0 \$0.00 \$chedule Fee 0 \$chedule Fee	waice to:	Patient		DENOTON	12.54				
Service details Ben No Decorption #Fee Gap Fee Rate GST Rate GST Anout: Text 22 Level 8 Surgery \$465.00 \$300.70 Schedule Fee 0 \$450.00 Gap override B hotogotal Fee advanced on Prover options (F12) Vet octors Payment details Payment deta							-		
Brem No Description Fee Gap GST Rate GST									
Bree No Description Free Gap Free Rade GST Rate G	iervice details								
23 Level 8 Surgery \$465.00 \$307.70 Schedule Fee 0 \$0.00 \$465.00 \$307.70 Schedule Fee 0 \$0.00 \$465.00 \$307.70 \$40.000 \$40.000 \$40.000 \$40.	Item No	Description		Fee	Gap	Fee Rate	GST Rate	GST Amount	Text
455.00 \$38.70 \$0.00 G Cop overside Sh hospital Sh for subtraction Typer options (F12) Wet octors Payment options (F12) Payment options (F12) P	23	Level B Surge	ary	\$65.00	\$30.70	Schedule Fee	0	\$0.00	
Ge powrde h hosptal hosptal fer a submitten				465.00	\$130 70			40.00	
h hoppil fre school (F12) Vet octors Fey norr FPTOS ALC FOR School (F12) Vet octors Fey norr FPTOS ALC FOR School (F12) Vet octors Fey norr FPTOS ALC FOR School (F12) Vet octors Fey norr FPTOS ALC FOR School (F12) Vet octors Fey norr FPTOS ALC FOR School (F12) Vet octors Fey norr FPTOS ALC FOR School (F12) Fey norr FPTOS ALC FOR				\$65.00	\$30.70			\$0.00	
Bill For automation Add Wyment options (F12) Vat options Prof norm EFTIOS Auto Prof norm EFTIOS Auto Prof water EFTIOS Auto Optional Count Ender and Eftios Auto Up mater Anter care Ender and Eftios Auto Optional For one	Gap over	ide	_	\$65.00	\$30.70			\$0.00	
tymer cobins (F12) Vet colors @ pr con @ pr con Paywer details Amount: Aeee: Vet colors @ pr con @ p	Gap over	ide I	_	\$65.00	\$30.70	_		\$0.00	
Payron P	Gap over In hospita	ide il nation		\$65.00	\$30.70			\$0.00 Add	Delete
Pay later EPTPOS Manual count After care Print PC1 Copies: 1 Vayment datalis Madreradi Madreradi Bank to: End bank End bank <td>Gap over In hospita Fee autor ayment optic</td> <td>ide il notion es (F12)</td> <td>Visit options</td> <td>\$65.00</td> <td>\$30.70</td> <td>Prink o</td> <td>ptions</td> <td>\$0.00 Add</td> <td>Delete</td>	Gap over In hospita Fee autor ayment optic	ide il notion es (F12)	Visit options	\$65.00	\$30.70	Prink o	ptions	\$0.00 Add	Delete
Payment details Mastercard Mas @ Fullpayment Amount:	Gap over In hospita Fee autor ayment optic	ide il nation ms (F12)	Visit options	\$65.00 ng Room 😑	\$30.70 Non visit	Prink c	aptions int voucher	\$0.00 Add) Delete
Full payment Amount: Amex Visa Bank to:	Gap overn In hospita Pee autor ayment optic Pay now Pay later	ide I Institut Ins (F12)	Visit options Costh DFTPOS Marual DFTPOS Marual Change	\$65.00 ng Room 😝 t 🚍	\$30.70 Non visit After care	Prink c	aptions int voucher int PC1	\$0.00 Add Print prev Copies: 1) Delete
	Gap overn In hospita Pee autor ayment optic Pay now Pay later ayment deta	ide il insticn ins (F12)	Visit options Cash ETHOS Auto ETHOS Auto Chega Mastercard	\$65.00	\$30.70 Non visit After care	Prink c	aptions int voucher int PC1	\$0.00 Add Print prev Copies: 1	Delete
Gap payment \$65.00 Cash K WES M	Gap overn In hospita Fee autor ayment optic Pay later ayment deta Pill payme	ide I Instion Ins (F12) Ifs Ins Amount:	Viat octors PETPOS Auso PETPOS Muso Cheque = Wastercard Vias Wastercard via & Bark	\$65.00 ng Room t k to:	\$30.70 Non visit After care	Prink c Prink Pri	aptions int voucher int PC1	\$0.00 Add Print prev Copies: 1) Delete
∩,	Gap over In hospita Pee autor ayment optic Pay later ayment deta Full payme Gap paym	ide Institut Inst (F12) Ifs ent Amount: ent \$465.00	Viat colors EPTPOS Auto PPTPOS Munual Chapter Visa Annex v Bank Cash V WE	\$65.00	\$30.70 Non visit After care	Prink c Prink Pri	aptions int voucher int PC1	\$0.00 Add Print prev Copies: 1) Delete

Payment options (F12) Pay now Pay later

PAYMENT BY PATIENT AFTER TIME OF VISIT

- In Waiting Room screen, highlight the patient's name and click VISIT button
- Enter **details of visit** (ie Practitioner, date, invoice to, service details)
- Select Pay Later
- Click the account button to preview account details before printing for patient

TO RECEIPT PAYMENT AT A LATER DATE

- In Waiting room screen → accounts → receipts/payments (or click the \$ icon)
- Search for the relevant patient and view the account details
- Record details of payment and allocate payment to a visit.
- Click the **receipt** button to preview receipt before printing for patient.

Payment for	
Private patient	
Other institution	
Patient search text:	
dil	
Enter Surname, Firstname	
,	Search Cance

1 2	\$34.90				Card in	() Cheque No	p Dank		branch y ca	pay bace	Scacus
2		Cheque	Medicare	,			RBA		Sydney		
	\$30.10	Cash									
aymeni	t allocation				45						
	Patient	Visit Date	User ID	Item No	Description	Fee	GST	Paid	Amount	Payment	Accourt
140										Photocochorn	NO

Receipt for: MD 10E DD L CM



M: 0424 580 286 A: PO Box 356 Jannali NSW 2226 W: www.trainitmedical.com.au E: enquiries@trainitmedical.com.au

These summary sheets are designed to supplement Train IT Medical course delivery. For purchase of comprehensive training manuals or training options contact Train IT Medical.

2