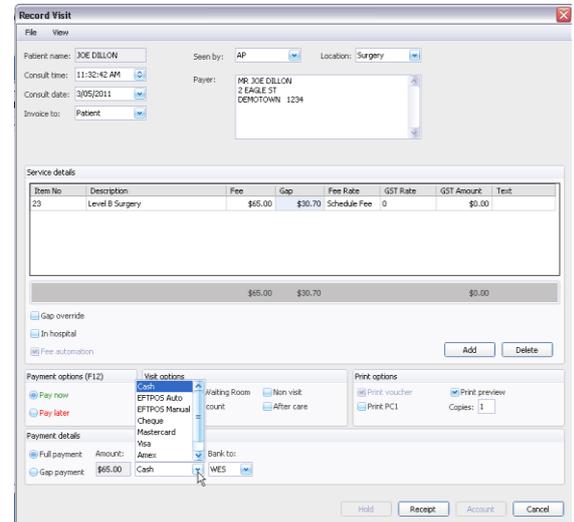


Consultations can be paid in full, paid by gap only at for an account given.

1

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.



2

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

3

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.

