

## Payments

### *Taking a Payment*

#### **Patients paying with HICAPS**

- Swipe their private health fund card\*
- Enter the patients ID printed on the card relating to the patient (it will default to 01)
- Enter the item number –
  - 500 First Assessment Consultation or Assessment for a New Injury
  - 505 Subsequent Consultations (follow up/standard appointments)
  - 506 Long Consultations (Extended/one hour consultations)
  - 591 & 592 for appointments for casts & splints
- Enter the date for the appointment, will default to today's date
- Enter the cost ie: \$90 for standard appointment (it will always default to last payment)
- Then it will show summary, press enter if correct, if not press modify to make changes
- It will then ask to send to health fund, press enter
- Ask customer to sign and keep the merchant copy, provide customer with receipt
- It will then have the balance of the payment due
- Swipe or pay wave customers debit / credit card and process or take cash if they wish to pay with cash and hit cancel on terminal
- Pay off in Halaxy and record the transaction on the daily sales summary





#### **Patients not in private health**

- If paying by card enter the amount into the eftpos terminal and press ok
- Take card and swipe, insert, or pay wave
- Offer the customer a receipt
- If cash, please take put the cash in the cash tin and return any change
- Pay off in Halaxy and record the transaction on the Monthly Balance Sheet

### Invoicing in Halaxy

- Click on Patient's name
- In 'Patient Details' box that pops up click 'Invoice' to access the invoice
- Click Mark as Paid
- In add payment box the payment method e.g. Hicaps \$38.95. Process, then balance and type of payment eg Cash/Eftpos. Then process at bottom of page. To reach full payment amount.

#### Payments

Date	Payment Method	Status	Amount	
08-Jun-2017	HICAPS	Paid	\$ 38.95	 
08-Jun-2017	EFTPOS	Paid	\$ 26.05	 

### When all payments have been processed

- Open the Monthly Balance Sheet (a shortcut can be found on desktop)
- Fill in First Initial and Surname and subsequent amounts in correct columns.

***Just a note: the Hicaps machine remembers the last item cost you put in, so when doing these payments or the \$70 ones remember to change the amount to \$90 next time you swipe!***

\* If patients forget their health fund card, they must pay normal rate and get a receipt so they can claim it back themselves. Most funds let you do this online.