

Medipass

To use click the Medipass link on Bookmarks Bar, then log in with our email and password which is:

Sharpe_8

- To process a payment with Medipass, your patient needs to have downloaded the HICAPS Go app and entered in their payment details and the details from their healthcare card.
- Once the appointment has finished and your patient is ready to pay, click on "Payments" on the left-hand side of the screen.
- If you've created payments before, they'll be displayed here. To start a new payment, click "Create a payment" in the top right-hand corner. This handy button is available direct from your dashboard if you would like to take a shortcut and create a brand new payment.
- Enter in the details of the payment you want to make - the date of the appointment, your practice and practitioner, and the patient (tip: you can search for the patient by their name, email address or phone number) - and click 'Create payment request'.
- Once you click 'Create payment request', your patient will receive a notification on their device to let them know they have a new payment to reconcile. Tapping OK will take them to the approval screen, where they simply need to tap "Approve" to finalise the payment.
- On your screen, you will see the gap payment status in the top right-hand corner go from "Pending" in orange to "Approved" in green.
- If patient wants to pay in person: when the patient receives the request for approval, they tap on "Pay Using" before approving the claim, then tap "Pay in person". Their payment method will be updated. They then tap "Approve" and pay you the gap in cash or on eftpos machine.
- That's it! Your patient will get a receipt sent to their email, and you will see the payment appear with other payments you've processed in your "Payments" screen.

The most useful way to learn Medipass would be to read these notes and watch the video, please click below:

help.medipass.com.au

For participating health please click: medipass.com.au/funds/

To Pay Off a MediPass Patient

Pay off as usual via Halaxy with either EFTPOS or HICAPS as necessary (as the money goes through to the bank in the same way).

Write onto the day sheet under the 'HICAPS GO' section in the EFTPOS/HICAPS totals as usual.