Unpaid Invoice Reports

This Report must be ran weekly and then passed on through reception team to fix up any unpaid invoices

- Go to: Reports > Finance > Unpaid Invoices
- Set date for the week just gone (Monday – Sunday)
- Print List
- Go through list and cross out WorkCover, Workers Care & CTP as these are billed monthly
- Go through and add each patient's appointment times using Halaxy
- Use appointment times and Deputy to find which receptionist was on shift
- Write said receptionist on list
- List gets passed on through the week for that receptionist to fix up unpaid invoice