Adjustments - Invoice and Item Level

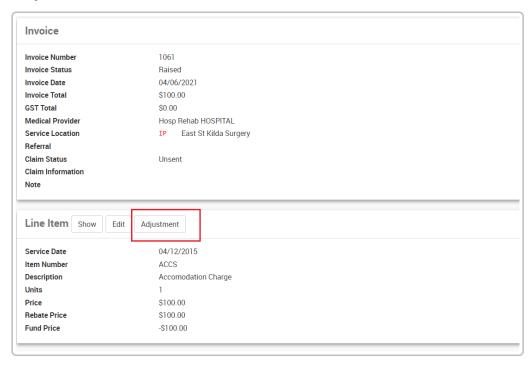
Last Modified on 15/06/2021 1:09 pm ACST

Adjustments Made at Invoice and Item Level

Adjustments can be made to Invoices at an Invoices and Item level.

To adjust an Invoice

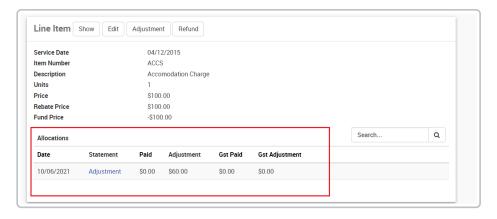
- 1. Search for a patient.
- 2. Click Show.
- 3. In the Main Menu, click Invoices & Credits.
- 4. Select the INVOICES sub-menu tab.
- 5. For relevant invoice, Click on the Invoice Number.
- 6. Scroll down to Line items section.
- 7. Select the Adjustment button.



8. Complete fields using the table below as reference.

Field	Description	Examples
Amount	This is the amount to be adjusted	\$128.35
Date	This will default to todays' date	18/06/2018
Adjustment Type	This is the adjustment type	overcharged (Credit)
Note	Enter detailed notes for the adjustment	adjustment due to overcharged amount

9. Click Create Statement, The adjusted amount will display on the line item.



Adjustments can also be recorded via the patient account directly, please refer to Adjustments- From Patient Accounts for more information.