Editing Invoices

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Overview

Once an Invoice is raised and not sent / not paid, the Invoice can be edited. There are 2 different ways you can edit an Invoice:

The main body of the Invoice

CareRight allows you to change the following on an invoice:-

- add/edit a referral

- change the invoice override code (the reason why no referral was attached)

- add/edit note

- medical provider of the services

- service location the services were delivered at

- claim type (for in-patient services)

- DVA treatment location type and disability text. To click here: Add DVA specified condition.

Editing a specific Line Item

CareRight allows you to change the following on an individual line:

- online item description

- Equipment ID

- restrictive override

- Hearing Services Program details

- general ledger audit code

- the following only have context if it is an inpatient service

    - patient co-payment and excess

    - informed financial consent type

    - admission record the service is linked to

- other Medicare Online details

- Link an admission to this Invoice

To edit a specific line item:

1. Search for a patient.

2. Click **Show**.

3. In the Main Menu, click **Invoices & Credits**.

4. Select the **All** sub-menu tab.

5. For relevant invoice, select **Show**.

6. Scroll down to the Line items section.

7. Select the **Edit** button for the line item to be altered.

1. The Line Item details will display in addition, the Medicare Online & Administration sections can be modified.

8. In an item level most fields are editable.

All other alterations to an invoice require the invoice to be reversed. Please refer to   Reverse an Invoice for instructions.