

Payment of Invoices - Pay in Full

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Pay in Full (*immediately after raising the Invoice*)

Payments can be entered from several screens in CareRight, one of those options is immediately after raising an invoice so we'll start there.

1. Select the **Pay in Full** button (at the top of the page, under the patient banner).
 - a. The Payment screen will display.
2. In the Transaction section, select the **method of payment** and amount.
3. If the payment is being made by multiple methods (e.g. credit card & cash) select the **Advanced** button. This allows a split payment to be entered.
4. Click **Add Transaction to Receipt**.
5. Once all payment methods are entered, select the:
 - a. Create Receipt button
 - b. Receipt and Claim button - this will take you through to the claims process.
6. A successful message will display (green – receipt created & paid).

Once you have entered all the information then press the Create Receipt button to complete the receipt. If the receipt is paid in full, the allocations will be automatically created.

Notice: If the total of the payments does not match the amount of the invoice then you will not be allowed to complete the receipt until the correct total of payments has been achieved.