

Payment of Invoice (Combined) From Guarantor

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Payment From Guarantor

1. [Search](#) for a patient.
2. Click **Show**.
3. In the Main Menu, click **Invoices & Credits**.
 - a. The Invoices and Credits screen will display.
4. Click **Payment from Guarantor** and the payment screen will open.

The screenshot shows the CareRight interface. On the left is a sidebar menu with options like Dashboard, Locations, Clintel Hospital, Admission Coding, Assessments, Banking, Batch Claims, Correspondence, Documents, Events, Followups, Invoices & Claims, Invoices & Credits, Occupancy, Pathology & Radiology, Reconciliation, Statutory Reports, and Tasks. The main area is titled 'Claims' and has tabs for PRIVATE, FUND 3RD PARTIES, MEDICARE DVA, and UNALLOCATED CREDITS. The 'PRIVATE' tab is selected, and a button labeled 'Payment From Guarantor' is highlighted with a red rectangle. Below this, a table titled 'Private Unpaid Invoices' is displayed.

Patient	Medical Provider	Invoice Date	Guarantor	Invoice Number	Invoice Total	Claim Type	Claim Status	Invoice Status	Outstanding
Mr James Dean	Hosp Clintel HOSPITAL	04/06/2021 at 09:30 AM		1057	\$300.00	Private	Unpaid	Billed	\$300.00
Mr CALEB Gray	Dr Magnus POLAN	10/02/2020 at 10:30 AM		930	\$44.50	Private	Unpaid	Billed	\$44.50
Mr CALEB Gray	Dr Magnus POLAN	02/08/2019 at 09:30 AM		883	\$44.50	Private	Part Paid	Sent	-\$155.50
Mrs Debra Harding	Hosp Clintel HOSPITAL	15/05/2019 at 09:30 AM		868	\$150.00	Private	Part Paid	Billed	\$300.00
Mrs Catherine Smithson	Hosp Clintel HOSPITAL	21/06/2017 at 09:30 AM		805	\$345.00	Private	Part Paid	Billed	-\$600.00
Mr Edwin Klein	Hosp Clintel HOSPITAL	11/12/2015 at 12:00 AM		723	\$180.00	Private	Unpaid	Billed	\$180.00

5. Enter the Receipt & Transaction details - this will come from the Guarantor remittance.
6. Click **Next**.
 - a. The Allocation screen will display.
7. Enter the Invoice / Claims number and click **Add Invoice** (or hit **↵**).
 1. The amount for allocation will auto-populate based on the due amount.
8. Continue adding Invoices to the list. Note: The most recent added invoice will display at the top.
 - a. At the point an invoice is added to the receipt of the date of the invoice is more than 60 days old then a warning message will be displayed. (CareRight 6.72 Feature)

Payment amount

\$100.00

Unallocated Amount

\$97.70

Enter Claims

Add Invoice

Clear All Allocations

Show More

Create Receipt

Create Receipt & Print

<< Back to Transaction

Cancel

Invoice is over 60 days old. Please verify this is the correct payment

Invoice: 603

Mrn: 000135

Crn: XXX1234

Patient: Mr Caleb James Gray

Remove Invoice

Location	Account Provider	Guarantor	Invoice Date	Item	Service Date	Billed	Paid	Benefit	Due	Allocate	
East St Kilda	Dr Magus POLAN	STS	15/06/2015	20940	15/06/2015	\$136.80	\$134.50	\$0.00	\$2.30	2.30	clear
East St Kilda	Dr Magus POLAN	STS	15/06/2015	73806	15/06/2015	\$15.30	\$15.30	\$0.00	\$0.00	0.00	clear
East St Kilda	Dr Magus POLAN	STS	15/06/2015	35643	15/06/2015	\$310.20	\$310.20	\$0.00	\$0.00	0.00	clear

Payment amount

\$100.00

Unallocated Amount

\$97.70

Create Receipt

Create Receipt & Print

<< Back to Transaction

Cancel

- b. At the point the user assigns an allocation amount then the system will display a warning if the allocation results in the line item being overpaid. (Including if the line item is already overpaid - CareRight 6.72 Feature)

Payment amount

\$100.00

Unallocated Amount

\$0.00

Enter Claims

Add Invoice

Clear All Allocations

Show More

Create Receipt

Create Receipt & Print

<< Back to Transaction

Cancel

Unallocated Credits found for Dr Magus POLAN. \$719.60, \$0.00, \$113.30

Invoice: 603

Mrn: 000135

Crn: XXX1234

Patient: Mr Caleb James Gray

Remove Invoice

Location	Account Provider	Guarantor	Invoice Date	Item	Service Date	Billed	Paid	Benefit	Due	Allocate	
East St Kilda	Dr Magus POLAN	STS	15/06/2015	20940	15/06/2015	\$136.80	\$134.50	\$0.00	\$2.30	100	clear
										Over Payment	
East St Kilda	Dr Magus POLAN	STS	15/06/2015	73806	15/06/2015	\$15.30	\$15.30	\$0.00	\$0.00	0.00	clear
East St Kilda	Dr Magus POLAN	STS	15/06/2015	35643	15/06/2015	\$310.20	\$310.20	\$0.00	\$0.00	0.00	clear

Payment amount

\$100.00

Unallocated Amount

\$0.00

Create Receipt

Create Receipt & Print

<< Back to Transaction

Cancel

9. Select either:

- Create Receipt button (these buttons appear at the top and bottom of the screen); or,
- Create Receipt & Print button (these buttons appear at the top and bottom of the screen).