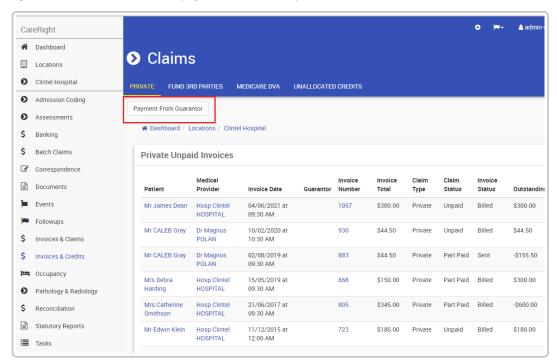
Payment of Invoice (Combined) From Guarantor

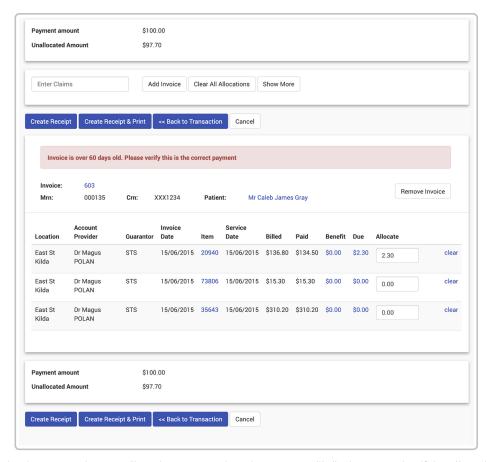
Last Modified on 14/06/2021 10:19 am ACST

Payment From Guarantor

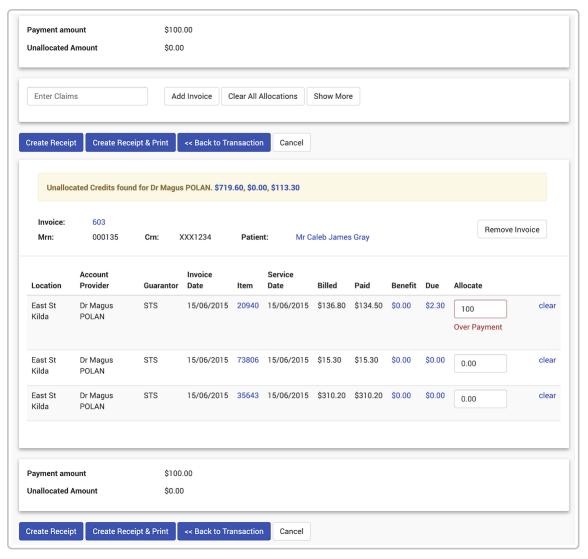
- 1. Search for a patient.
- 2. Click Show.
- 3. In the Main Menu, click Invoices & Credits.
 - a. The Invoices and Credits screen will display.
- 4. Click Payment from Guarantor and the payment screen will open.



- 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)



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)



9. Select either:

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