Receipting Overview

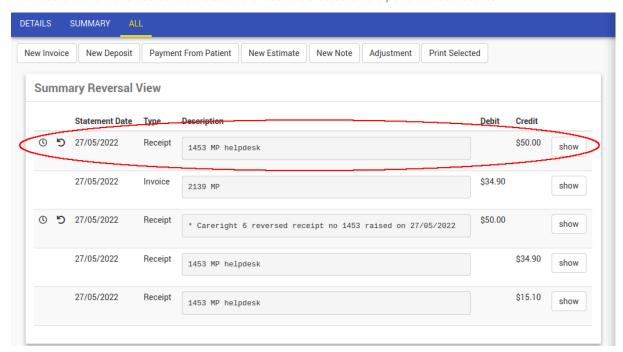Last Modified on 27/05/2022 10:20 am ACST

Receipting

A receipt is created once a payment is recorded.

The types of payments can be:

- Patient Payments (single Patient)
  - Single invoice
  - Multiple invoices
- Patient Payments (Multiple Patient)
- Guarantor Payments (Health fund or Third party)
- Payment Report (Medicare or Healthfund)

Receipt Allocation process

1. A statement record is created at the location (receipt created in the location as unallocated credit)
2. This record is then reversed before a statement record is created on the patient account level.

3. There are two records of reversal created, one shows it is been deleted, and one shows when it was deleted.
4. Lastly, the money will be allocated to the patient account.

Payments can be entered from several screens in CareRight capturing the following options:

- Paying immediately after raising an invoice - See Payment ion Invoice - Pay in Full
- Paying after an invoice is raised - See Payment from Patient
- Pay a Deposit/pre-payment before invoices are raised - See Add a Deposit

> **Note:**
>
> - Payments are recorded as receipts
>
> - Receipts can handle multiple payment types (split payments) and monetary values on one receipt.
>
> - Receipts can pay off multiple Invoices and Partial Payments are accepted.

Payment Methods

Payments can be received as:

- Cash

- Cheque

- Credit Card (Manual) /

- EFTPOS (Savings A/C)

- Eftpos (Credit A/C)

- Direct Deposit

- A cheque for External Payee

CareRight can be configured to these options enable/disable as required. See Accounting Setup in System Admin Guide for more information