

Allocations

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Allocations

Once payments have been made, they need to be allocated to the outstanding invoiced line item(s).

To Review Unallocated Credits

1. [Search](#) for a patient.
2. Click **Show**.
3. In the Main Menu, click **Invoices & Credits**
 - a. The Invoices and Credits screen will open, defaulting to the Today screen.
4. Yellow warning messages will display advising that there are unallocated receipts.
5. Select the **Unpaid** sub-menu tab.
6. The Unallocated Credits will display with the following options:
 - a. Allocate
 - b. Refund
 - c. Show

Mr Andrew Anderson

Male, aged 72 years, last admitted to Clintel Rehabilitation Centre Mobile Phone: 0426286951

Male Assessor Suicide Risk Blood Thinner Codeine Consent Required Consent Changed

TODAY UNPAID ESTIMATES INVOICES RECEIPTS HISTORY

New Invoice New Deposit Payment From Patient Payment From Guarantor Print Selected

Dashboard / Clients / Mr Andrew Anderson

Unallocated Credits

Location	Details	Receipt	Adjustment	
Clintel Hospital	209 (Receipt 207 converted to Combined Payment) \$2,590.75	\$200.00		Allocate Refund Show
Clintel Hospital	188 SH - Write On		-\$1,000.00	Allocate Show

Private Unpaid Invoices

Location	Medical Provider	Invoice Date	Invoice Number	Invoice Total	Claim Type	Claim Status	Invoice Status	Outstanding
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Health Fund & 3rd Parties Unpaid Invoices

Location	Medical Provider	Invoice Date	Guarantor	Invoice Number	Invoice Total	Out Of Pocket	Claim Type	Claim Status	Invoice Status	Outstanding
Clintel Rehabilitation Centre	Hosp Rehab HOSPITAL	04/06/2021 at 09:30 AM	iTest Health Fund	1058	\$1,750.00	\$750.00	IHC	Unpaid	Raised	\$1,750.00
East St Kilda	Dr Magnus POLAN	04/06/2021 at 09:30 AM	iTest Health Fund	1060	\$12.20	\$0.00	IMC	Unsent	Raised	\$12.20
East St Kilda	Hosp	04/06/2021	iTest Health	1062	\$150.00	\$50.00	IHC	Unsent	Raised	\$150.00

Allocating an Unallocated Credit Amount

1. Select the **Allocate** button next to the amount you wish to allocate.
 - a. The Allocation screen will display, and any outstanding Invoices will display ready for allocation.
2. Under the **Allocate** column, enter the amounts you wish to allocate.
3. Click **Allocate Receipt**.

The allocation screen will automatically try any allocation to items in the account the receipt resides in but will list all items that have not been fully paid in the patient accounts.

If the Invoice item you wish to pay is not shown then entering the invoice number in the **Enter Claims** or clicking **Show More** will allow you to enter an Opening Balance number.

Location	Account Provider	Guarantor	Invoice Date	Invoice	Item	Service Date	Billed	Paid	Out Of Pocket	Due	Allocate
East St Kilda	Hosp Rehab HOSPITAL	STS	31/01/2018	829	105	16/01/2018	\$51.60	\$0.00	\$51.60	\$51.60	\$1.60
East St Kilda	Dr Ian JONES	STS	16/02/2018	832	105	16/02/2018	\$51.60	\$0.00	\$51.60	\$51.60	\$1.60
East St Kilda	Dr Ian JONES	STS	16/02/2018	832	14206	16/02/2018	\$51.30	\$0.00	\$51.30	\$51.30	\$1.30
East St Kilda	Hosp Rehab HOSPITAL	STS	28/05/2018	842	105	28/05/2018	\$51.60	\$0.00	\$51.60	\$51.60	\$1.60

Note: In rare circumstances, some funds will return a *negative amount* paid in the context of an ERA. As the allocation screen is focused on inputting **credits**, this should be applied exactly as provided- inputting a *negative amount*.

Any money you do not wish to allocate can be left in the Unallocated Account. This is especially useful if your business takes deposits for multiple services. To do this

1. click **Leave unallocated amounts for allocation later**
2. Select the **Unallocated Account** to leave the money in (the system will default to the account money was deposited in)

Clintel Rehabilitation Centre Hosp Rehab HOSPITAL STS 12/04/2021 1032 OT2 12/04/2021 \$800.00 \$0.00 \$0.00 \$800.00 0 clear

Payment Amount \$2836.50
Unallocated Amount -\$489.45

☒ Leave unallocated amounts for allocation later

Unallocated Account Miss Polly Anna East St Kilda SH - Fund - ITest Health Fund x

Allocate Receipt Cancel

Allocating to an Unpaid Invoice

If CareRight proposes using a deposit to pay down an unpaid invoice, the process will be the same as the allocation workflow described above.

CareRight will automatically display the warning message Apply Patient for allocating any deposit to pay down an invoice soon after an invoice been created.

Edit
Reverse
Pay In Full
Pay Out Of Pocket
Print
Claim

Dashboard / Patients / Mr Troy Rex / Accounts / MP - Private - Private

Invoice was successfully created.

Billed

Apply Patient

Apply \$628.90 deposit from this account
20/04/2020: 131 (Receipt 130 converted to Combined Payment) \$1,000.00

Next >>

Invoice

Invoice Number	158
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Allocating to an Invoice that is Currently Paid or Overpaid

NOTE: You will need **Can edit account transactions (unrestricted)** permission if you wish to allocate to a fully paid or overpaid invoice.

Sometimes you may need to allocate to a fully paid invoice item or pay more than the item charged. This may be due to pricing not matching fund price or other allocation errors that need to be fixed. You can do this only if you have the **Can edit account transactions (unrestricted)** permission. Doing this is the same as Allocating an **Unallocated Credit Amount**

If an invoice is currently paid or overpaid, it will not be shown to users in the receipt allocation screen unless the invoice already has some funds allocated from the current receipt being manipulated. If a user tries to add an invoice to a receipt allocation and the invoice is paid or overpaid, the following error message will appear:

Dashboard

Payment Amount	\$171.10
Refund Amount	\$0.00
Previously Allocated Amount	\$0.00
Unallocated Amount	\$171.10

Enter Claims

Add Invoice

Clear All Allocations

Show More

Invoice 153 is fully / over paid and will not be added again.

Location	Account Provider	Guarantor	Invoice Date	Invoice	Item	Service Date
Default	Dr Magus POLAN		04/11/2019	141	104	04/11/2019
Default	Dr Magus POLAN		04/11/2019	141	43503	04/11/2019

If your System Administrator has indicated that a user account has the **Can edit account transactions (unrestricted)** permission, then the warning message will not appear and the invoice will be added to the receipt for allocations to be

applied.
