Banking

Last Modified on 04/03/2021 4:55 pm ACDT

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CareRight has the functionality to pay multiple invoices across multiple patients when a direct deposit has been maid by a Healthfund (e.g., BUPA or Medibank Private Direct deposit of $5000 across 10 patients). The health fund may have provided an remittance advice which may or may not include Invoice number.

If the remittance includes invoices, go to Step xx payment from Guarantor. If the remittance advice does not include invoices numbers, go to step xx Tracking payments to unpaid amounts

1.	Fom the CareRight dashboard, select **Location** from menu.
2.	Select the relevant location.
3.	Select **Invoices & Credits** from menu.

4.	• The Invoices & Credits screen will display with the following available tabs in the banner:
	   1. Private Unpaid Invoices;
	   2. Fund 3rd Parties Unpaid Invoices; and,
	   3. Medicare DVA Unpaid Invoices.

Creating a Pre-Admission

1.	Search for the Patient record.
2	Select **Admissions** from the menu. 1. The Admissions screen will display.
3.	Select the **Pre-Admit** button. 1. The Pre-Admission screen will display.
4.	Fill in the relevant fields.
5.	Click **Create Pre-admit**. 1. A success message will appear on the next screen.

Payment from Guarantor

1.	Fromm CR Dashboard
2.	Select **Locations** from the menu
3.	Select the relevant location
4.	Select **Invoices & Credits** from menu
5.	Select **Payment From Guarantor**.
	Enter the method of payment and amount on the remittance, hit **Next** to continue or **Advanced** for a split method

6.	of payment (i.e., cash and direct deposit, for example).
7.	The next screen allows you to enter each invoice in and click on **Due Amount** to allocate, clear amount or remove invoice if an incorrect invoice number is added.
8.	Each amount entered is a rolling total off the Payment amount. When all invoices are added, click on **Create Receipt**, **Create Receipt & Print**, **Go Back to Transaction** or **Cancel**.