

Access Guarantors

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Access Guarantors

Access Guarantors via the **Administration > accounting**

1. Select **Guarantors**.

a. This screen will display ALL predefined/ created Guarantors

b.

Sections	Description
Code	Short term terminology for individual guarantor
Name	
Enabled	enable/disable
Show	Click show to provide detailed screen of guarantors
Edit	Click edit if you want to change the information from guarantors

2. Across the top of the screen a list of areas will appear in the Banner:

3.

Sections	Description
All	This option will show all kinds of guarantors in the lists
Health fund	A Health Fund Account is one where the patient is a member of the specified health fund and the billed eligible services will be paid by the fund.
Workers comp	A Workers Compensation / Legal Account is one where: The services rendered are as a result of a workers compensation claim through the specified agency. The services have been requested by a legal 3rd party.
Third party	Specific third party (e.g. Public Hospital under contract)
Military	Active duty military members and their dependents receive free medical care, under the provision of TRICARE known as Tricare Prime.
Hearing services	Providers related to hearing services
Other	Other party of guarantors that don't belong to any above(eg: DVA, MC)

4. Select the specific option you wish to review (e.g., HEALTHFUND).

a. All Guarantors with 'Type' of HEALTHFUND will display. It also shows if the Guarantor is Enabled.

5. Select **Show** button alongside the Guarantor you wish to view.

a. Details relating to that Guarantor will display.