Finalising a Batch

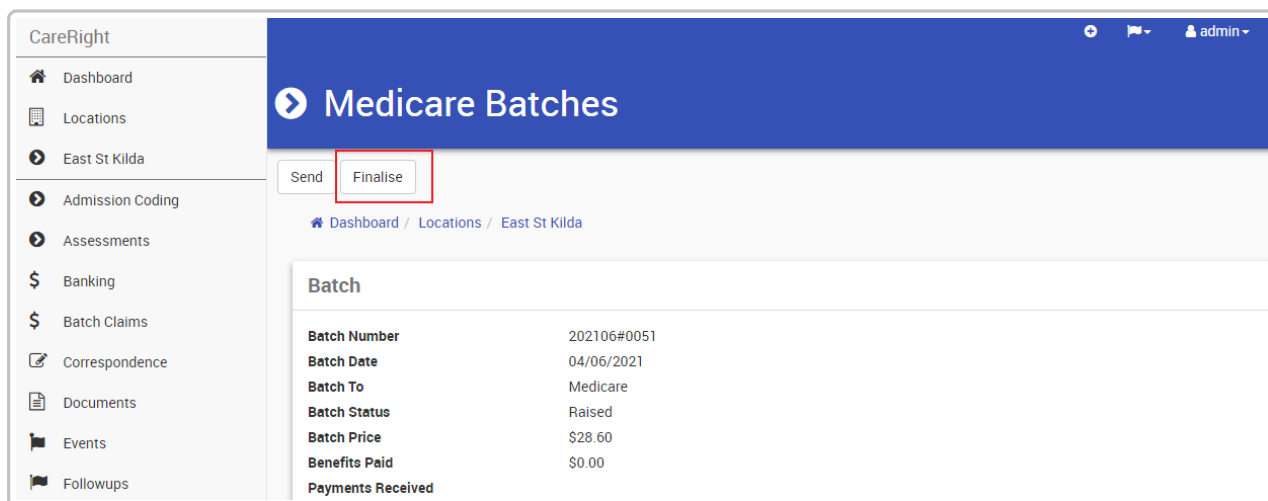Last Modified on 17/06/2021 10:30 am ACST

Finalizing a Medicare Batch

Sometimes a claim can be successfully submitted, but no processing report or payment report is provided. Payment for the claim may be manually arranged with Medicare or DVA. If a user has this permission then they will be able to override the normal flow of batch processing and finalize the batch at any time. You must not do this without confirming with Medicare or DVA the status of the batch claim.

Finalizing a batch allows users to add adjustments to any partially paid invoices making up the difference between charge and payment. Any invoices that have a $0 payment are removed from the batch allowing them to be re-batched.

To finalize a batch

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1. Click on **Show** for the batch to be finalized.

2. Click on **Finalise** at the top

Note: Only users with permission "Can override claim processing" enabled can finalize a batch after a claim is sent