

Print an Invoice

Last Modified on 17/02/2025 12:42 pm ACDT

Print an Invoice

Any Invoice can be printed directly from the Invoice screen via the **Print** button.

The screenshot shows a web application interface for printing an invoice. On the left is a sidebar menu with options: Mr Andrew Anderson, Invoices & Credits, Accounts, IJ - Private - Private, Enquiry Details, Enquiry Reversals, Enquiry Summary, and View. The main content area has a red header bar with patient information: MRN: 000139, CRN: 10999, Fund: First Health Fund, 8075309, Male, aged 72 years, last admitted to Clintel Rehabilitation Centre, Mobile Phone: 0426286951. Below the header are buttons: Edit, Reverse, Print (highlighted with a red box), and Claim. A breadcrumb trail reads: Dashboard / Clients / Mr Andrew Anderson / Accounts / IJ - Private - Private. A green bar indicates the invoice is 'Paid'. The 'Invoice' section displays the following details:

Invoice Number	990
Invoice Status	Paid
Invoice Date	22/09/2020
Invoice Total	\$102.70
GST Total	\$0.00
Medical Provider	Dr Ian JONES
Service Location	OP Consulting
Referral	Referral not required
Claim Status	
Claim Information	Problem

Below the invoice details is a 'Note' section. The 'Line Item' section includes buttons: Show, Edit, Adjustment, and Refund. It displays the following details:

Service Date	21/09/2020 at 11:25 AM
Item Number	104
Description	Specialist, referred initial consultation
Units	1
Price	\$102.70
Rebate Paid	\$0.00

Below the line item details is an 'Allocations' table with a search bar:

Date	Statement	Paid	Adjustment	Gst Paid	Gst Adjustment
22/09/2020	Receipt	\$102.70	\$0.00	\$0.00	\$0.00

Bulk Print Invoices

Users can bulk print selected invoices from the Patient Invoice page by following these steps:

- Navigate to **Patient** Records.
- Open the **Invoices & Credits** menu from the left-hand side.
- Click on the **Invoices** tab.
- **Select** the invoices you want to bulk print.
- Click **Print Selected**.

TODAY

UNPAID

ESTIMATES

INVOICES

RECEIPTS

HISTORY

New Invoice

New Deposit

Payment From Patient

Payment From Guarantor

Print Selected

Dashboard

Clients

Miss Beverly Morgan

All Invoices

<input type="checkbox"/>	Location	Medical Provider	Invoice Date	Guarantor	Invoice Number	Invoice Total	Out Of Pocket	Claim Type	Claim Status	Invoice Status	Outstanding
<input checked="" type="checkbox"/>	Adelaide Surgical ClinicC	Dr MaryIn JOY	03/01/2025	Medicare	727	\$111.60	\$0.00	BB		Paid	\$0.00
<input checked="" type="checkbox"/>	Adelaide Surgical ClinicC	Dr Adelaide HOSPITAL	03/01/2025	N.I.B Health Fund	730	\$500.00	\$0.00	IHC	Unpaid	Raised	\$500.00
<input checked="" type="checkbox"/>	Adelaide Surgical ClinicC	Dr Adelaide HOSPITAL	03/01/2025		731	\$520.00	\$520.00	Private		Paid	\$0.00