

Reverse overview

Last Modified on 04/10/2023 2:11 pm ACDT

Here are the guidelines for accurately reversing invoices:

General Rule for Reversing Invoices: To reverse an invoice correctly, follow the steps outlined below. However, keep in mind that there are exceptions and circumstances in which invoice reversal is not possible.

1. Check for Manual Payments and Linked Receipts:


- Before attempting to reverse an invoice, ensure that it has not been manually paid by the user or linked to any receipts.
- If the invoice has been manually paid or has linked receipts, these receipts must be reversed first before proceeding to reverse the invoice.

2. Verify Claiming Status:

- Confirm if the invoice is currently in the claiming process. If it is, you cannot reverse the invoice until the claiming process has been finalized.
- For specific cases such as claiming failure or errors, contact clintel support or seek assistance from HF/Medicare.

3. Special Cases:

- If the claims are in IHC (In-House Claims), you have the option to cancel the claim or mark it as rejected. Once this is done, you will be able to proceed with the reversal of the invoices.



Miss Lady Smith

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Facility: Perth MRN: 000049 CRN: 000023 Primary Provider: Mr Stefan FORBES Referrer: Dr Brenda Reed () Fund: Better Health Cover (thelma), 6666666

Female , aged 42 years , born on October 27, 1980 , currently admitted to Adelaide . Mobile Phone: 0410412053

Do not contact

Edit Reverse Pay In Full Pay Online~ Print Claim

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Raised

Submissions

Batch No	Created	Status	
CRB20230830X10	30/08/2023 at 11:34 AM (+0930)	active	Download Rejected By Fund Cancelled View