

Accounting Setup - Reporting structure

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There are three options that clients can use to set up their accounting in CareRight.

- Practice
- Account
- Invoice

Dashboard> Administration> Accounting;

Practice:	This means that they are looking at their practice as a whole. They would need to set up all doctor's Medicare/eclipse to pay into a single account and accounting is done by looking at the business as a whole. NOTE: This can still be broken up by locations if necessary but all accounting is done as a single entity
Account:	This means there will be Certain principles in the business (associates of the business) Each one of these works like individual sole subsidiaries.
Invoice:	Every doctor at the practice works as a sole subsidiary. This becomes an issue when a locum fills in for a doctor but works well for specialist practices where locums cannot be used due to the specialist nature of their work.

This selection details the banking reports so that any cash collected in a single location can be slit into the correct areas when banking.

Please note: Medicare Proda banking details must match this selection to ensure money goes to the correct doctor/practice account.

The system can then generate three types of reports;

1. **All Receipts** and **All Refunds** can be used to look at **money received** split up by the Location / Account Provider so that practice can generate a report to clawback a percentage of fees associates are being paid directly if using patient accounting or can be used to generate a report detailing a percentage to be paid to the doctor if using practice accounting
2. **Drs Payment reconciliation** reporting on receipts allocated to services performed. This matches money allocated to the patient account/location level showing money being added and subtracted for each service. This report can be used to clawback a percentage of fees associates are being paid directly or at the location level and can be used to generate a report detailing the percentage to be paid to the doctor
3. **Doctors Payment Report** This is based on the services (revenue) generated at the "invoice level" for individual doctors

In all cases, our larger practices use "practice accounting"

Queensland is one of the first to introduce **payroll tax** to healthcare providers so to avoid this we may start seeing practices trying to move from the **practice accounting** model to the **Associate (Account)** model where the practice would then charge a percentage of money deposited with the doctor for the service the practice does for them.

(Reference: <https://www.bdo.com.au/en-au/insights/tax/articles/updated-queensland-payroll-tax-ruling-for-medical-and-healthcare-providers#:~:text=No%20payroll%20tax%20on%20direct,relation%20to%20medical%20centres%2C%20PTAQ000>)

Reports Ready to Import to CareRight:

Based on the model of Accounting described above, Download the appropriate Report for your practice.

1.(a) All Receipt.report

Example Data:

Date	Amount	Description	Receipt number	Statement number	Statement account type	Receipt allocation	Receipt unallocated	Account provider	Account guarantor	Account location	Location
2022-03-02	35.15	3 GJ	3	4	Combined Payment	35.15	0	Dr Gorden JONES		The Clintel Centre	The Clintel Centre
2022-03-02	285	4 CH	4	5	Combined Payment	285	0	Dr Chris HEMSWORTH		The Clintel Centre	The Clintel Centre
2022-04-04	100	5 CH	5	6	Combined Payment	0	90	Dr Chris HEMSWORTH		The Clintel Centre	The Clintel Centre
2022-04-04	100	5 CH	5	6	Combined Payment	10	0	Dr Chris HEMSWORTH		The Clintel Centre	The Clintel Centre
2022-05-11	100	6 CH	6	7	Combined Payment	100	0	Dr Chris HEMSWORTH	iTest Health Fund	The Clintel Centre	The Clintel Centre
2022-05-11	100	7 OW	7	8	Combined Payment	0	100	Dr Stefan FORBES		The Clintel Centre	The Clintel Centre
2022-06-29	100	8 GJ	8	9	Combined Payment	0	100	Dr Gorden JONES		The Clintel Centre	The Clintel Centre
2022-06-30	100	9 TC	9	10	Combined Payment	100	0	Dr The Clintel CENTRE	BUPA Australia	The Clintel Centre	The Clintel Centre
2022-06-30	150	10 TC	10	11	Combined Payment	0	150	Dr The Clintel CENTRE		The Clintel Centre	The Clintel Centre
2022-06-30	150	11 TC	11	12	Combined Payment	150	0	Dr The Clintel CENTRE	iTest Health Fund	The Clintel Centre	The Clintel Centre
2022-06-30	150	12 GJ	12	13	Combined Payment	0	150	Dr Gorden JONES		The Clintel Centre	The Clintel Centre

1.(b) All Refund.report

Example Data:

Date	Amount	Description	Refund number	Statement number	Statement account type	Refund allocation	Refund unallocated	Icon pay	Account provider	Account guarantor	Account location	Location
2022-09-29	150	51 CH Refund for Receipt 30	51	20	Combined Payment	150	0	false	Dr Chris HEMSWORTH		The Clintel Centre	The Clintel Centre
2022-09-29	347.25	46 TC Refund for Receipt 45	46	3	Combined Payment	347.25	0	false	Dr The Clintel CENTRE		The Clintel Centre	The Clintel Centre
2022-09-29	148.75	47 CM Refund for Receipt 32	47	5	Combined Payment	148.75	0	false	Dr Clintel MENTAL HEALTH		Clintel Mental Health Facility	Clintel Mental Health Facility
2022-09-29	148.75	48 CM Refund for Receipt 27	48	10	Combined Payment	148.75	0	false	Dr Clintel MENTAL HEALTH		The Clintel Centre	The Clintel Centre
2022-09-29	250	49 CH Refund for Receipt 29	49	12	Combined Payment	250	0	false	Dr Chris HEMSWORTH		The Clintel Centre	The Clintel Centre
2022-09-29	50	50 CM Refund for Receipt 25	50	18	Combined Payment	50	0	false	Dr Clintel MENTAL HEALTH		The Clintel Centre	The Clintel Centre
2022-09-30	61	56 TC Refund for Receipt 55	56	22	Combined Payment	61	0	false	Dr The Clintel CENTRE		The Clintel Centre	The Clintel Centre
2022-09-30	54.4	60 TC Refund for Receipt 59	60	25	Combined Payment	54.4	0	false	Dr The Clintel CENTRE		The Clintel Centre	The Clintel Centre

2. Drs Payment reconciliation - Invoicing & Receipting .report

Created at	Patient name	Account guarantor	Invoice date	Account location	Account provider	Invoice number	Item number	Service date	Amount charged	Gst	Receipt date	Receipt number	Receipt amount	Received amount	Outstanding amount	Payment
2022/03/01	Mr Test Patient	Australian Health Management Group Ltd	2022/02/28	The Clintel Clinic	Dr test dr	4732	324	2022/02/25	156.65	0	2022/03/01	4557	156.65	156.65	0	
2022/03/01	Mr Test Patient	HCF of Australia Limited	2022/02/28	The Clintel Clinic	Dr test dr	4734	326	2022/02/25	231.15	0	2022/03/01	4559	231.15	231.15	0	
2022/03/01	Mr Test Patient	St Lukes Health Insurance	2022/02/27	The Clintel Clinic	Dr test dr	4728	HDP	2022/02/10	200	0	2022/03/01	4561	200	200	0	
2022/03/01	Mr Test Patient	St Lukes Health Insurance	2022/02/27	The Clintel Clinic	Dr test dr	4727	HDP	2022/02/09	200	0	2022/03/01	4563	200	200	0	
2022/03/01	Mr Test Patient	St Lukes Health Insurance	2022/02/28	The Clintel Clinic	Dr test dr	4736	324	2022/02/25	166.05	0	2022/03/01	4565	166.05	166.05	0	
2022/03/01	Mr Test Patient	St Lukes Health Insurance	2022/02/27	The Clintel Clinic	Dr test dr	4716	HDP	2022/02/25	200	0	2022/03/01	4567	50	50	0	
2022/03/01	Mr Test Patient	St Lukes Health Insurance	2022/02/25	The Clintel Clinic	Dr test dr	4713	HDP	2022/02/24	200	0	2022/03/01	4569	150	150	0	
2022/03/01	Mr Test Patient	St Lukes Health Insurance	2022/02/25	The Clintel Clinic	Dr test dr	4714	HDP	2022/02/24	200	0	2022/03/01	4571	200	200	0	
2022/03/01	Mr Test Patient	St Lukes Health Insurance	2022/02/27	The Clintel Clinic	Dr test dr	4722	HDP	2022/02/25	200	0	2022/03/01	4573	200	200	0	
2022/03/01	Mr Test Patient	St Lukes Health Insurance	2022/02/25	The Clintel Clinic	Dr test dr	4708	HDP	2022/02/24	200	0	2022/03/01	4575	200	200	0	
2022/03/01	Mr Test Patient	St Lukes Health Insurance	2022/02/27	The Clintel Clinic	Dr test dr	4720	HDP	2022/02/25	200	0	2022/03/01	4577	100	100	0	

3. Doctors Payment Report (ABC) - Detailed - v10 - ALL DOCTORS.report

Example Data:

Providername	Patientname	Date	Invoice number	Guarantor name	Paid	Adjustment
Provider A	Test Patient	2023-10-24	107309		100	0
Provider B	Test Patient	2023-10-24	107136	HCF AUST LTD	400	0
Provider A	Test Patient	2023-10-25	107164	Medibank Private	138.3	0
Provider A	Test Patient	2023-10-25	97957		100	0
Provider B	Test Patient	2023-10-24	106606	BUPA Australia	255.15	16
Provider A	Test Patient	2023-10-25	107004		616.5	0
Provider A	Test Patient	2023-10-24	106613	BUPA Australia	220.45	13.75