



MedicalDirector®
BLUECHIP

Rounding

Overview

Medicare Australia payments are sometimes affected by GST, which affects the patient account by making it differ between 1c to 5c due to rounding. The functionality to assist the GST rounding is within MedicalDirector Blue Chip's Class setup. The **Round to Nearest** drop-down list is provided so a Practice can select the option that best suits its business.

If a Practice has patient accounts with 1c to 5c **credit** balances due to GST rounding; the following steps will provide a work-around to balance the accounts:

1. Create a new Service Item called Sundry, Overpayment, or a description is appropriate to the Practice
2. Issue an Invoice for the credit amount
3. Allocate the existing invoice, new invoice to the receipt

Note: If the patient account does not balance due to a **debit** amount; a normal refund or write off process is required.

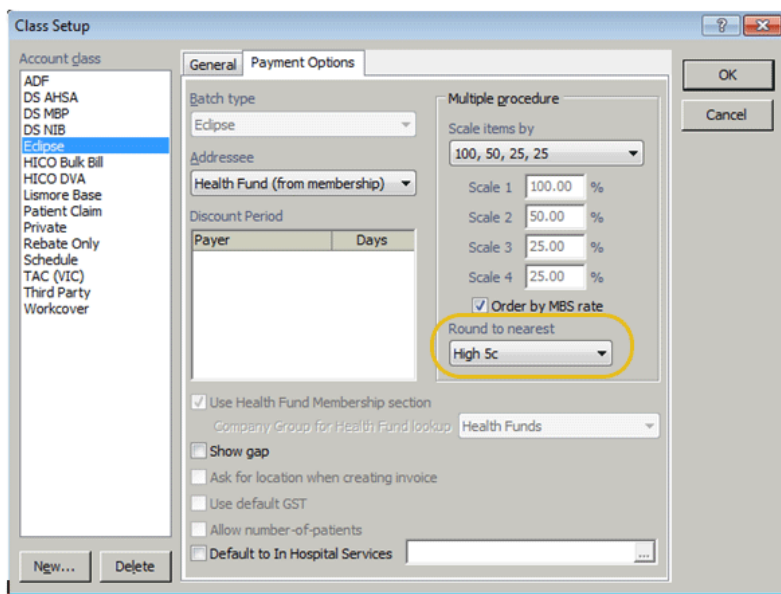
Class Setup – Round to Nearest

Overview

To setup the class for selecting a Round to nearest option, this will hopefully eliminate the GST rounding issue with the Medicare payments.

Procedure

1. Within MedicalDirector Blue Chip, select **Setup > Practice > Classes**, select the appropriate **Account Class**. Click the **Payment Option** tab and click the **Round to Nearest** drop-down list.



2. Select the appropriate rounding option. You may be required to try more than one option to see which best suits the practice.
3. Click the **OK** button.
4. Repeat the process for each class.

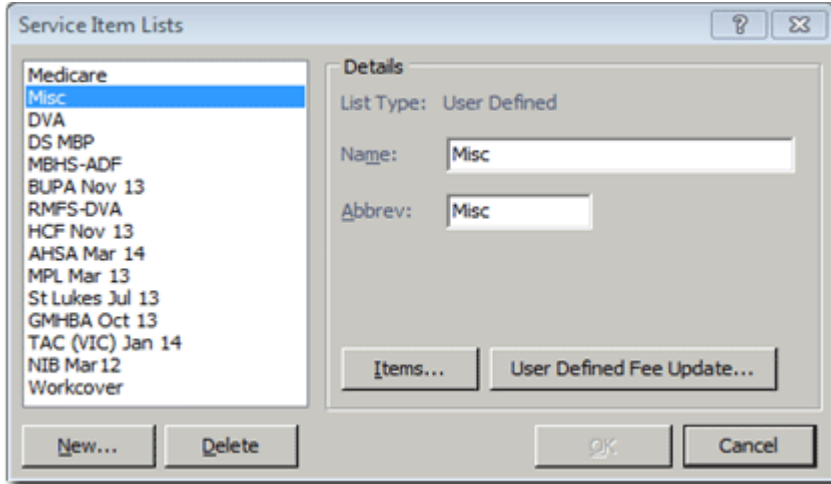
Create a New Service Item

Overview

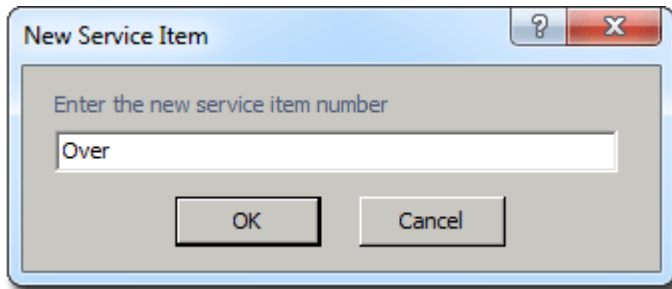
Creating a new miscellaneous **Service Item** called Sundry, Overpayment, whatever service item description is appropriate for your practice; will cater for the invoice required on the Patient file.

Procedure

1. Within MedicalDirector Blue Chip, select **Setup > Lists > Service Items**, and then select **Misc** from the **Service Item List**.



2. Click the **Items** button to display the **Service Item** window; which lists the available miscellaneous service times.
3. Click the **New** button to display the **New Serviced Item** window, and enter the new **service item number**. In this case an alpha abbreviation is suitable. For example, the Service Item **Overpayment** is the most appropriate for the demo Practice's workflow and the number (abbreviation) is **Over**.



Note: This field has 8 characters only. The description text box will cater for the extended name or details required.

4. Click the **OK** button.
5. Click the new service item to highlight. Leave the **Standard Fee** field blank and enter the appropriate **Description**. **Note:** Leaving the Standard Fee blank ensures the amount is being determined when issuing the invoice, balancing the patient's record.
6. Click the **Close** button.

Issue the Invoice

Overview

When a **credit** amount is outstanding in a patient record, and it is not being refunded to the patient; an invoice is required. The invoice will balance the patient’s record and also generate the amount as revenue.

Procedure

- From the **Patient Details** screen, highlight the appropriate account, right-click and select **Open Account**. An outstanding credit amount is noted.

Debtors Balance: Credits Balance: Balance:

- Issue an invoice** to balance the record. Click the **New Invoice** button, enter the miscellaneous **Service Item**, enter the outstanding amount in the **Fee** column, click **Issue**, select **Referral**, **OK** for date, click **OK** through the **Allocate Credit Amounts** screen, and click **File** or **Print** invoice. Unable to allocate at this time.

Practitioner: Dr Gisele Emmett - Crows Nest				invoice	
Date	Item	Fee	Item Description	Gap	Total
15/04/2014	Over	0.05	Overpayment	0.05	0.05
15/04/2014					

- The invoice has recalculated a **\$0.00 balance**. However, the **Debtor** and **Credit Balances** are still outstanding. A **Manual Allocation** is required to reconcile the invoices to the receipt.

Invoice tab

Issue Date	Invoice No.	Transaction Type	Reversed	Invoice Items	Batch ID	Sundry	Amount	Paid	Write off	Discount	Owing
15/04/2014	65	Invoice	✓	30473			234.75				234.75
15/04/2014	65	Invoice (reversal)		30473			(234.75)				(234.75)
15/04/2014	67	Invoice (adjustment)		30473			234.70				234.70
15/04/2014	68	Invoice		Over			0.05				0.05

Account Balances

Debtors Balance: Credits Balance: Balance:

- In the **patient’s** record, click the **Account Credits** tab. This display the receipt to the top of the screen, and the credit type details as payment to the bottom of the screen.

Account Credits tab (top of screen)

Issue Date	Transaction No.	Transaction Type	Reversed	Amount	Running Balance
15/04/2014	15	Receipt		234.75	234.75

Details (bottom of screen)

Credit Type	Amount
Prepayment	234.75

- Click the **Allocate/Refund Credit Payment** button. This displays the **Allocate Credit Amount** screen, with the receipt to the top of the screen already selected to allocate and the available invoices to allocate to the bottom of the screen. to allocate the invoices. The **Payment Amount Available** and **Total Allocated** amount must equal to finish the process. Click the **OK** button.
- All **Account Balance** are now \$0.00.

Debtors Balance: Credits Balance: Balance:

Rounding

7. Still on the **Account Credit** tab, the **Running Balance** now shows as \$0.00, the **Credit Allocation** and the adjusted **Prepayment** (Service Item - Overpayment) transactions. These are the double-sided entries required to balance the file.

Account Credits tab (top of screen)

Issue Date	Transaction No.	Transaction Type	Reversed	Amount	Running Balance
15/04/2014	15	Receipt		234.75	234.75
15/04/2014	17	Credit Allocation		(234.75)	0.00

Details (bottom of screen)

Issue Date	Receipt No.	Credit Type	Invoice No.	Service Item	Allocation Amount	Discount
15/04/2014	15	Prepayment	67	30473	234.70	0.00
15/04/2014	15	Prepayment	68	Over	0.05	0.00

It also generates to the **Account Debtor** tab, listing the audit trail of transactions issued to balance the file and the overpayment amount.

Account Debits tab (top of screen)

Issue Date	Transaction No.	Transaction Type	Reversed	Amount	Running Balance
15/04/2014	65	Invoice	✓	234.75	234.75
15/04/2014	65	Invoice (reversal)		(234.75)	0.00
15/04/2014	15	Receipt	✓	(234.75)	(234.75)
15/04/2014	15	Receipt (reversal)		234.75	0.00
15/04/2014	67	Invoice (adjustment)		234.70	234.70
15/04/2014	68	Invoice		0.05	234.75
15/04/2014	17	Credit Allocation		(234.75)	0.00

Details (bottom of screen)

Service Item	Amount
Over	0.05

MedicalDirector Head Office
 Level 5, 477 Pitt Street,
 HAYMARKET NSW, 2000
 Tel: +61 2 9906 6633
 Fax: +61 2 9906 8910
 www.medicaldirector.com
 A.B.N. 76 068 458 515
 Copyright© 2017

