



myMPS

How to guide

How to capture a payment

There are two ways in which a patient payment can be captured.

1. From the **'Collections'** menu option in the **'Inbox'** tab.
2. **'Search account'** menu option from the **'Accounts'** tab.

1. Collections menu option

From the **'Collections'** screen in the **'Inbox'** tab, select the patient from the list.

Calendar

Inbox

Accounts

Admin

Reports

+

Q

Demo
Dr. TA Mood

> Invoices (931)

> Claims (0)

> Collection (3)

> Reconciliation (0)

Search

3 results found in Collection

Action	Description	Created
Collect outstanding balance	Balance of R 3,079.47 for R DELPORT (DEL001)	11/10/2019 11:47
Collect outstanding balance	Balance of R 226.86 for R DA SILVA (DA0001)	31/10/2019 10:27
Collect outstanding balance	Balance of R 455.90 for V Mjongeni (9197020043090)	14/11/2019 10:30

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This will take you to the patient account screen, where you can click on the **'Capture patient payment'** on the right hand side.

<div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div> Patient liable R 2,126.86 Medical aid liable R 86,205.65 Account age 120+ days Unallocated credit R 1,900.00 </div> <div> Contact scheme Phone no. 1: 0860445566 Phone no. 2: 0860998877 Email1: healthinfo@discovery.co.za Email2: claims@discovery.co.za </div> <div> <input type="text"/> </div>	<div> Capture invoice Generate statement Capture patient payment Write off Credit note Unallocated credit Debit note Send SMS Email statement Notes Delete account Print account details </div>										
<div> <input type="text"/> </div> <div> Validate members </div> <table> <tr> <th>Date of Birth</th><th>Dep. Code</th><th>Relation</th><th>Account Holder</th><th>Validation Status</th></tr> <tr> <td>21/08/1986</td><td>00</td><td>Account hol...</td><td>●</td><td>Valid</td></tr> </table>		Date of Birth	Dep. Code	Relation	Account Holder	Validation Status	21/08/1986	00	Account hol...	●	Valid
Date of Birth	Dep. Code	Relation	Account Holder	Validation Status							
21/08/1986	00	Account hol...	●	Valid							

You will be presented with the payment screen, where you can capture the total amount paid towards the account and select the method of payment in the top grid. All claims with patient liable portions will be highlighted in red for easier reference. Allocate the paid next to each claim and then save.

Capture Patient Payment

Account no.

9197020043090

Scheme

CASH

Member no.

Cash

Credit Card

Debit Card

EFT

Cheque

SnapScan

Account holder

Velaphi Mjongeni

Practice

Dr. TA Moodley

Patient liable

R 455.90

Medical aid liable

R 4,035.34

Payment

Payment date

28/11/2019

Payment type

Nothing selected

Payment ref.

Total paid

	Date of Service	Invoice No.	Invoice Date	Patient	Treating Provider	Invoice Total	Med Aid Liable	Patient Liable	Balance	Payment
▼	07/10/2019	1910/0016	07/10/2019	Velaphi M...	Dr General ...	R 643.86	R 187.96	R 0.00	R 187.96	
▼	18/10/2019	1910/0049	18/10/2019	Velaphi M...	Dr General ...	R 455.90	R 55.90	R 0.00	R 55.90	
▼	22/10/2019	1910/0061	22/10/2019	Velaphi M...	Dr General ...	R 1,571.20	R 896.92	R 0.00	R 896.92	
▼	22/10/2019	1910/0062	22/10/2019	Velaphi M...	Dr General ...	R 1,443.76	R 38.16	R 0.00	R 38.16	
▼	22/10/2019	1910/0064	22/10/2019	Velaphi M...	Dr General ...	R 1,178.54	R 1,178.54	R 0.00	R 1,178.54	
▼	22/10/2019	1910/0065	22/10/2019	Velaphi M...	Dr General ...	R 1,677.86	R 1,677.86	R 0.00	R 1,677.86	
▼	14/11/2019	1911/0033	14/11/2019	Velaphi M...	Dr General ...	R 455.90	R 0.00	R 455.90	R 455.90	
									Total allocated	R 0.00
									Credit	R 0.00

Note

500 characters left

Close

Clear allocations

Save

2. Search accounts

From the **'Search account'** menu option in the **'Accounts'** tab, type in the patient's details in the filter options then search. Once the account has populated, click on the 3 dots (), then select the **'Capture patient payment'** option.

Calendar

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Demo

Dr. TA Mood

Log out

Search accounts (1)

View invoices

Capture invoice

Capture paper RA

Medical insurers

Suspense account

Search Accounts

add new account

Show all filter options

Scheme

All

Member no.

Account no.

ID no.

Surname

Name (or preferred name)

Penny

Clear

Search

Name	Surname	Date of Birth	Account No.	Membership No.	Scheme
Penny	Nene	15/10/1979	nen001	50264983	DISCOVERY

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View account

Capture invoice

Generate statement

Capture patient payment

Write off

Credit note

Unallocated credit

Debit note

Send SMS

Email statement

Notes

Delete account

You will be presented with the capture screen where you can follow the steps mentioned in the **'Collections menu option'**.