



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.

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

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

Patient liable	R 2,126.86
Medical aid liable	R 86,205.65
Account age	120+ days
Unallocated credit	R 1,900.00

Contact scheme	
Phone no. 1:	0860445566
Phone no. 2:	0860998877
Email1:	healthinfo@discovery.co.za
Email2:	claims@discovery.co.za

Date of Birth	Dep. Code	Relation	Account Holder	Validation Status
21/08/1986	00	Account hol...	⊕	Valid

Validate members

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

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	Cash	Account holder	Velaphi Mjongeni					
Scheme	CASH	Credit Card	Practice	Dr. TA Moodley					
Member no.		Debit Card	Patient liable	R 455.90					
		EFT	Medical aid liable	R 4,035.34					
Payment									
Payment date	28/11/2019	Payment ref.							
Payment type	Nothing selected	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	
<p>Note</p> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <p>500 characters left</p>									
<input type="button" value="Close"/> <input type="button" value="Clear allocations"/> <input type="button" value="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.

Accounts

Search accounts (1)	Search Accounts	<input type="button" value="add new account"/>	<input type="checkbox"/> Show all filter options
View invoices	Scheme	All	ID no.
Capture invoice	Member no.		Surname
Capture paper RA	Account no.		Name (or preferred name)
Medical insurers	Penny Nene 15/10/1979 nen001 50264983		
Suspense account	DISCOVERY ... 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**'.