myMPS
How to guide

How to capture a paper remittance

Paper RA's are remittances that are sent directly to the practice by the schemes because they do not have capability to send these remittances into **myMPS** electronically.

1. From the **'Accounts'** tab, click the **'Capture paper RA'** menu option.
2. Then select the link **'Click here to open modal to match Paper RA'**.
3. Select the scheme from the drop down list.

Should you select a scheme that sends remittances electronically into the system, a pop up warning, will alert you.

Electronic remittances are expected for the selected scheme. It is strongly recommended that you do not manually reconcile payments for this scheme, as this could lead to duplicate payments when the eRA is received.
If you are experiencing problems with receiving eRAs on time, please contact Healthbridge on 0860 200 222 for assistance.

4. Then type all mandatory info such as RA/statement date, paid amount, statement type etc (as you see it in the RA statement.

5. Search for the account that you would like to allocate the RA payment to by typing in any of their account details such as, member number, surname, name in the search column.

7. Once the patient is found, their invoices will populate at the bottom of the screen, for you to match the payment to the invoices.

	Fully Paid	Status	Date of Service	Patient	Dep.	Code	Claimed	Prior Payments	Patient Liable	Medical Aid Liable	Amount Paid	Balance Outst.	Action		Reason Code
	☐	Awaiting response	28/02/2020	Lorraine Jezu	00	0190	R 650.00	R 0.00	R 0.00	R 650.00	R 600.00	R 50.00	Write off	▼	
			28/02/2020	Lorraine Jezu	00	0191	R 412.00	R 0.00	R 0.00	R 412.00		R 412.00	Nothing selected	▼	
			28/02/2020	Lorraine Jezu	00	0197	R 63.14	R 0.00	R 0.00	R 63.14		R 63.14	Nothing selected	▼	
				Sub total			R 1,125.14	R 0.00	R 0.00	R 1,125.14	R 600.00	R 525.14			

Allocated to account: R 600.00   Unallocated amt.   R 0.00   ✔ Outstanding balances only