



myMPS

How to guide

How to capture private payment

From the patient 'Account Details' screen, click the 'Capture patient payment' menu option.

Account Details

- Account
- Invoices
- Payments
- Next of kin
- Settings

Account Details	
Account holder	MANGETHE NENE
Account no.	D950
Account type	Medical aid
Scheme <small>(i)</small>	DISCOVERY
Plan	DISCOVERY
Option	PRIVATE RATE
Member no.	083960950
Contact cellphone	
Contact email	

Contact scheme

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

Capture invoice

Generate statement

Capture patient payment

Write off

Credit note

Unallocated credit

Debit note

Send SMS

Email statement

Notes

This will take you to the capture screen where the payment details can be captured.

1. Type in the amount paid by the patient
2. Select the payment method from the down list
3. The payment will automatically be allocated to the outstanding invoice, if not, you type it in manually.
4. You can capture notes as an potential extra
5. Once done, click '**Save**'

Capture Patient Payment

Account no.	9750																
Scheme	Discovery																
Member no.	083940950																
Payment																	
Payment date	21/07/2020																
Payment type	Cash																
<table><thead><tr><th>Date of Service</th><th>Invoice No.</th><th>Invoice Date</th><th>Patient</th></tr></thead><tbody><tr><td>02/09/2019</td><td>1909/0002</td><td>02/09/2019</td><td>THEMBU</td></tr><tr><td>07/02/2020</td><td>2002/0004</td><td>07/02/2020</td><td>THEMBU</td></tr><tr><td>23/06/2020</td><td>2006/0001</td><td>23/06/2020</td><td>MANGA</td></tr></tbody></table>		Date of Service	Invoice No.	Invoice Date	Patient	02/09/2019	1909/0002	02/09/2019	THEMBU	07/02/2020	2002/0004	07/02/2020	THEMBU	23/06/2020	2006/0001	23/06/2020	MANGA
Date of Service	Invoice No.	Invoice Date	Patient														
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23/06/2020	2006/0001	23/06/2020	MANGA														
Note	made arrangements																
	483 characters left																

Capture Patient Payment

Account no.	D950	Account holder	MANGETHE NENE
Scheme	Discovery	Practice	Dr. James Ausome
Member no.	083960950	Patient liable	R 456.00
		Medical aid liable	R 2,830.13

Payment

Payment date	21/07/2020	Payment ref.	
Payment type	Cash	Total paid	R 200.00

Date of Service Invoice No. Invoice Date Patient Treating Provider Invoice Total Med Aid Liable Patient Liable Balance Payment

Date of Service	Invoice No.	Invoice Date	Patient	Treating Provider	Invoice Total	Med Aid Liable	Patient Liable	Balance	Payment
02/09/2019	1909/0002	02/09/2019	THEMBILE L ...	Dr James Aus...	R 1,665.09	R 1,209.09	R 456.00	R 1,665.09	R 200.00
07/02/2020	2002/0004	07/02/2020	THEMBILE L ...	Dr James Aus...	R 491.81	R 491.81	R 0.00	R 491.81	
23/06/2020	2006/0001	23/06/2020	MANGETHE ...	Dr James Aus...	R 1,129.23	R 1,129.23	R 0.00	R 1,129.23	
Total allocated								R 0.00	
Credit								R 0.00	

Note

made arrangements

1

2

3

4

5

The payment will then reflect in the payments tab in the patient's tab including the name of the user that captured the payment.

Account Details

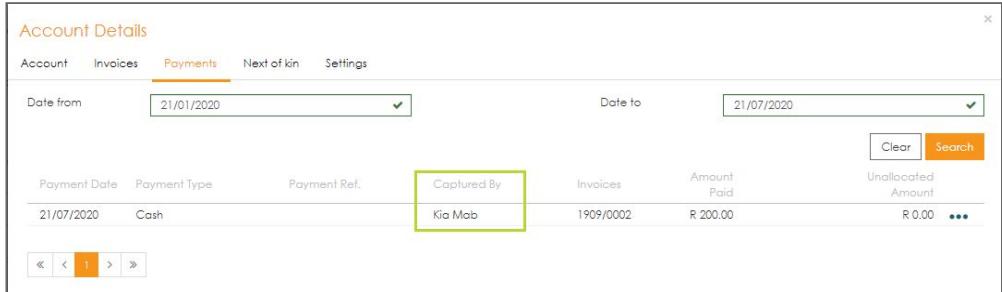
Account Invoices Payments Next of kin Settings

Date from: 21/01/2020 Date to: 21/07/2020

Clear Search

Payment Date	Payment Type	Payment Ref.	Captured By	Invoices	Amount Paid	Unallocated Amount
21/07/2020	Cash		Kia Mab	1909/0002	R 200.00	R 0.00

« < > »



Contact us:

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