



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 holder: **MANGETHE NENE**

Account no.: D950

Account type: Medical aid

Scheme: DISCOVERY

Plan: DISCOVERY

Option: PRIVATE RATE

Member no.: 083960950

Contact cellphone:

Contact email:

Patient liable: R 456.00

Medical aid liable: R 2,830.13

Account age: 120+ days

Contact scheme

Phone no. 1: 0860445566

Phone no. 2: 0860998877

Email 1: healthinfo@discovery.co.za

Email 2: 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.: D950

Scheme: Discovery

Member no.: 083960950

Payment date: 21/07/2020

Payment type: Cash

Account holder: MANGETHE NENE

Practice: Dr. James Ausome

Patient liable: R 456.00

Medical aid liable: R 2,830.13

Payment ref.: R 200.00

Total paid: R 200.00

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 200.00	
Credit								R 0.00	

Note: made arrangements

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Close Clear allocations Save

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

AccountInvoicesPaymentsNext of kinSettings

Date from21/01/2020

Date to21/07/2020

ClearSearch

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

« < 1 > »