



Practitioner Payments

The currently available functionality under this heading is displayed below:

 Close
 [Pay Practitioners](#)
[Create a NON-BP Practitioner Receipt](#)
[Create a NON-BP Practitioner Payment](#)

[Pay Practitioners](#)







 Close
 Begin Date
End Date
Payment Date
[PAY Practitioner/Practice Amounts](#)

[Recalculate Payment Amount for the Begin/End Date Range](#)
Select Pay Run

[Create PAY Report](#)
[View PDF files](#)
[Create EFT File](#)
[View EFT](#)
[DELETE Payment](#)

[PAY On-Account Amounts](#)
[On-Account Payment](#)

[Recalculate All Unpaid Amounts](#)
[View Fee %](#)
[View Pay Run Dates](#)

ON-Account Payment Description	ON-Account PAY Amt	PAYMENT Amount	PAY	BSB No	Account No	Account Name
ABC Medical Centre (1)	0.00 	40,539.30	<input type="checkbox"/>	789-564	875136971	ABC MEDICAL PTY LTD
Dr Harry Jones (2)	1,000.00 	8,986.36	<input checked="" type="checkbox"/>	789-456	852166971	DR HARRY JONES
Dr Isabelle Vasili (3)	1,000.00 	12,202.09	<input checked="" type="checkbox"/>	789-128	226671363	DR ISABELLE VASILI
Dr Jane Smith (4)	0.00 	5,086.39	<input checked="" type="checkbox"/>	664-252	213249679	DR JANE SMITH
Dr Mohammed Arun (5)	0.00 	21,720.66	<input checked="" type="checkbox"/>	569-852	565478721	DR M ARUN
Dr Sarah Lee (6)	0.00 	9,579.27	<input checked="" type="checkbox"/>			

There are several options for Payments to the Practice and Practitioners

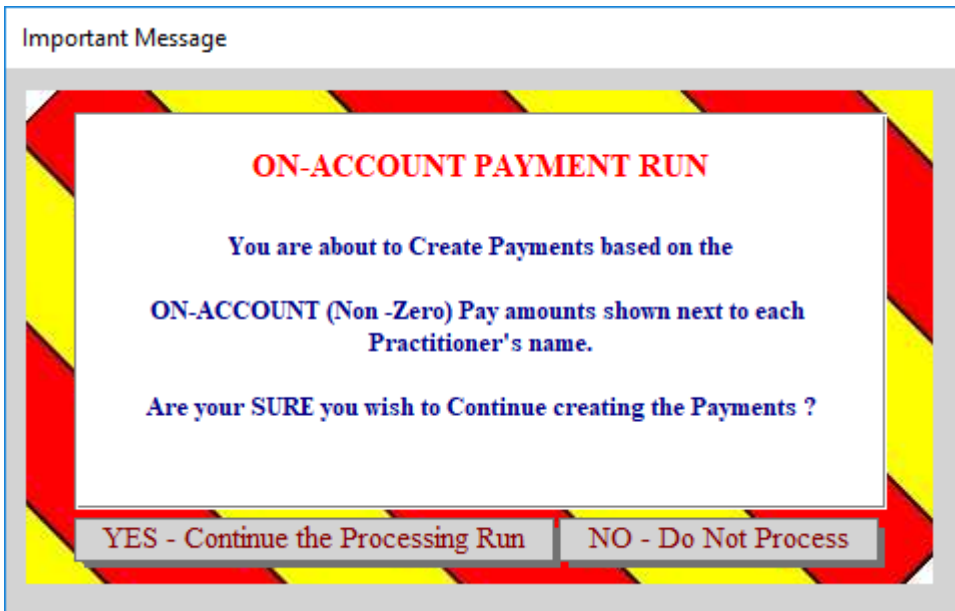
1. Pay progress payments to Practitioners during a month and then calculate and make a final payment within a few days after the end of the month. If you ticked the 'Enable ON-Account Payments' box in the Medical Centre Details form (Setup Menu), then the On-Account PAY Amt box on the above form will not be 'greyed' out. Also, if you also entered Default payment amounts in the View BP Link, View Practice Fees %, Default On-Account Payment Amounts form, then any such amounts will be displayed when you open the above form.
2. Pay everything owing to the Practice and Practitioners, up to and including the last Import from BP and the Last Fee Calculation.
3. Pay only amounts owing within a date range – usually designated as a Payment Run Period.

On-Account Payments – 1. above

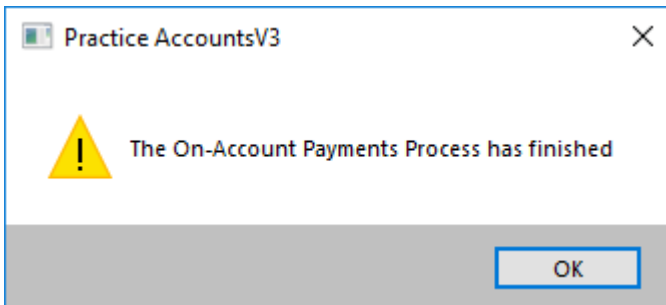
Using the above default payment amounts as an example – enter a Payment Date, then leave the default 'ON-Account Payment Description' as shown above or change it to description that might better describe the nature of the payment.

Clicking the red lightning bolt icon will simply zero any amount that is already displayed in the 'ON-Account PAY Amt' box and clicking the icon again will restore the previous amount, if any.

Click the 'PAY On-Account Amounts' button and you will see several warning messages, such as the following message:



If you click 'YES', the process will continue until:

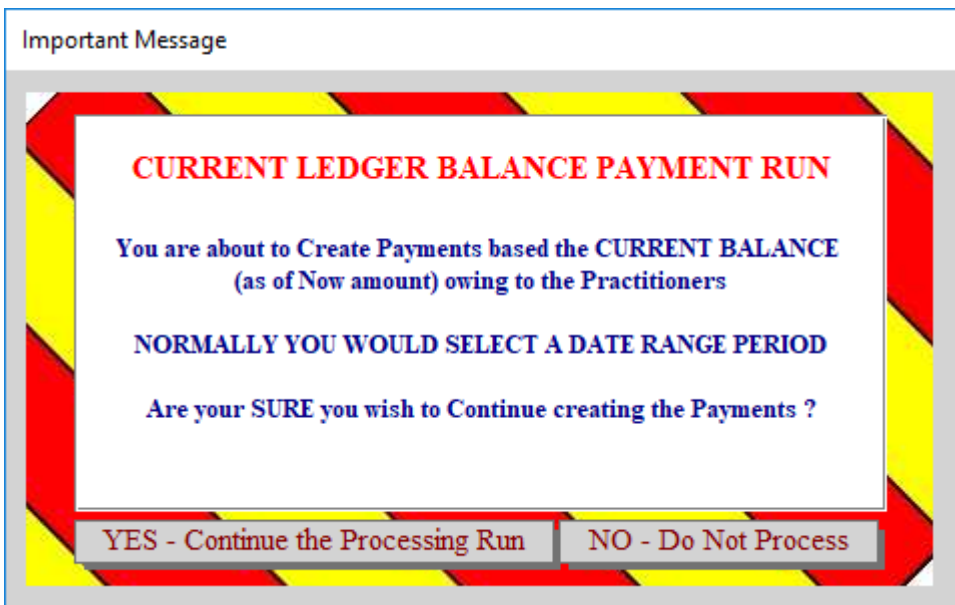


If you then click the 'Select Pay Run' drop-down box, you will see the payment that you just created. Click the 'Create Pay Report' button to obtain a detailed listing, if required, of the payment. Click the 'Create EFT File' button to create a Bank upload file – covered in more detail below.

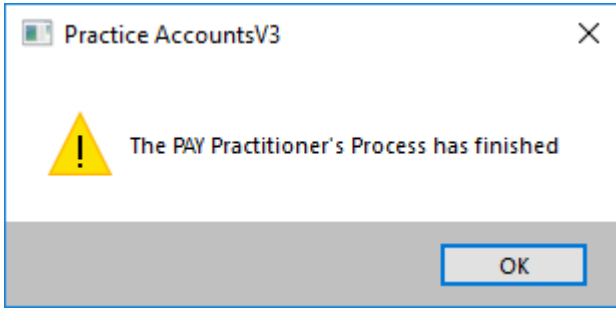
PAY All -Amounts owing to the Practice and Practitioners – 2. above

Enter a Payment Date, then click the 'Recalculate All Unpaid Amounts' button.

Then click the large red button in the top right-hand corner of the form labelled 'PAY Practitioner/Practice Amounts' and you will see several warning messages, including:



If you click 'YES', the process will continue until:



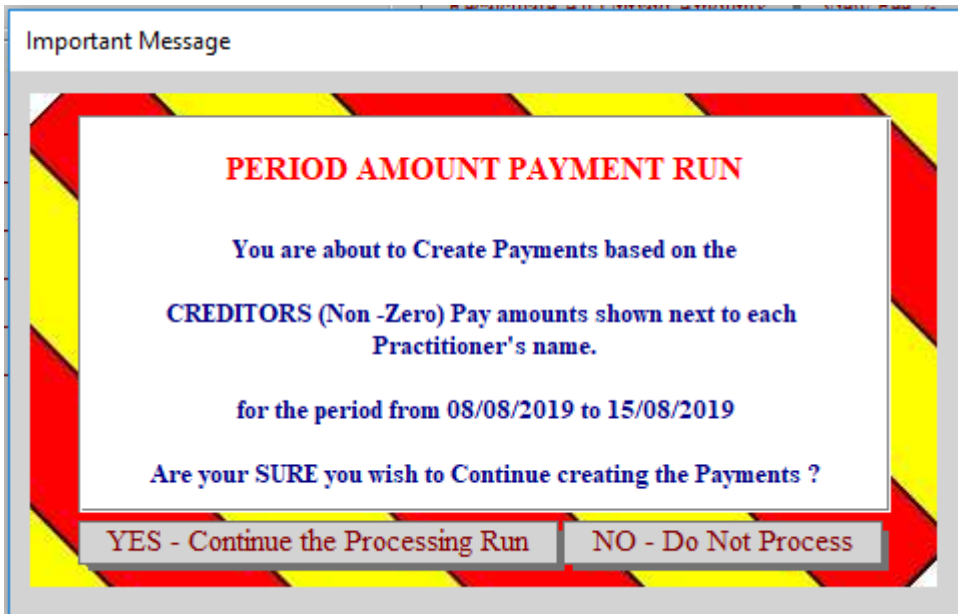
If you then click the 'Select Pay Run' drop-down box, you will see the payment that you just created. Click the 'Create Pay Report' button to obtain a detailed listing, if required, of the payment. Click the 'Create EFT File' button to create a Bank upload file – covered in more detail below.

PAY ONLY -Amounts owing for a Date Range – 3. above

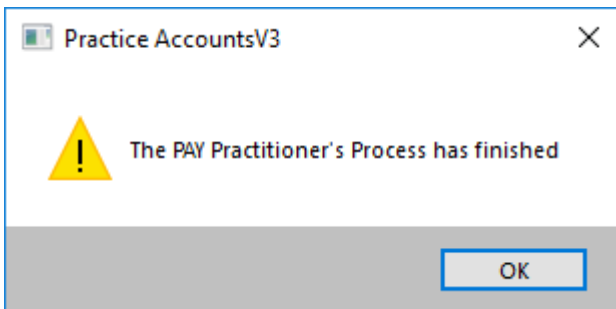
Enter a Begin Date and an End Date – after update the Payment Date will be displayed as the End Date – change the date if required.

Then click the large red button in the top left-hand corner of the form labelled 'Recalculate Payment Amount for the Begin/End Date Range' button.

Then click the large red button in the top right-hand corner of the form labelled 'PAY Practitioner/Practice Amounts' and you will see several warning messages, including:



If you click 'YES', the process will continue until:



If you then click the 'Select Pay Run' drop-down box, you will see the payment that you just created. Click the 'Create Pay Report' button to obtain a detailed listing, if required, of the payment. Click the 'Create EFT File' button to create a Bank upload file – covered in more detail below.

DELETE Payment

Click the 'DELETE Payment' button to delete the payment – the deleted payment reference in the drop-down box will display the deleted Pay Run with new words 'Payment Deleted'.

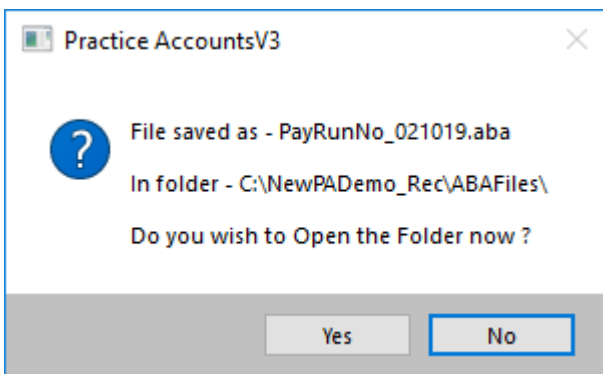
You would then be able to run the same Payment Run again with or without additional payments

Create EFT File View EFT

An EFT file can only be created provided the Bank account details for the Practice and the Practitioners have been entered in the Practitioner Name Details form and additionally, for the Practice in the Medical Centre Details form - both forms are located from the Setup menu on the main PA screen.

Select the Payment run for which you wish to create the EFT (commonly known as an aba file) payment file.

Then click the 'Create EFT File' button and shortly thereafter the following message will display:



You can change the folder location where the files are copied to in 'File Locations' – Setup Menu.

You would then open your Bank's on-line internet portal and upload the aba file – the payments should then be waiting for a Bank user to authorise the actual payments.

Click the 'View EFT' button to open the folder where the aba files have been copied to on creation.

Create a NON-BP Practitioner Receipt

This functionality enables Adjustments to be made to the Practice account and/or the Practitioner's accounts, ostensibly to correct processing errors in Best Practice or to say, correct a previous payment to a Practitioner where the Fee % in PA was incorrect prior to a Fee Calculation run.

In simplistic terms, this process 'Gives' money to the Practice and/or Practitioners.

Practitioner	Fee %	GST NO Amount	GST YES Amount	Apply Fee Pct	Calculate	Practitioner Net Amt.	GST Amt	Practitioner Rec Amt.	Practice Rec Amt.
Dr Harry Jones (2)	44.00	78.00	0.00	<input checked="" type="checkbox"/>	⚡	78.00	0.00	43.68	34.32

Select a Practitioner (could also be the Practice) from the drop-down box and enter the other relevant details as per the example in the above form.

You will see that the 'General Fee %' is displayed for the selected Practitioner, which is the percentage that will be used to calculate the service fees, if applicable for the transaction – ticking the 'Apply Fee Pct' box will use that 'General Fee %' when processing the receipt.

Then, click the red lightning icon to view how the transaction will be recorded in PA and if you are happy with the result, then click the 'Create Receipt' button.

Several messages will then displayed and the transaction will be updated in Practice Accounts.

This is often a confusing area for PA users, largely because it is a process that is not often run. If you are unsure, please do not hesitate to contact PA Support to determine if what you are proposing to do will achieve the correct result - as correcting an incorrect receipt adjustment can become even more confusing to 'correct a previous correction'.

Create a NON-BP Practitioner Payment

This functionality enables Adjustments to be made to the Practice account and/or the Practitioner's accounts, ostensibly to correct processing errors in Best Practice or to say, correct a previous payment to a Practitioner where the Fee % in PA was incorrect prior to a Fee Calculation run.

In simplistic terms, this process 'Takes' money from the Practice and/or Practitioners.

Due to the fact that these sort of payment adjustments have to end up in the various statements and reports, they are recorded in Practice Accounts as Minus Receipts, which unfortunately is necessary, albeit a little confusing for some PA Users.

Close		Practitioner -->>	Dr Isabelle Vasili (3)	Payment Date	17/08/2019	Description	Patient Refund Adjustment			
NOTE : NON-BP Payments are recorded in the database as MINUS RECEIPTS										
Practitioner	Create Payment	Fee %	GST NO Amount	GST YES Amount	Apply Fee Pct	Calculate	Practitioner Net Amt.	Practitioner GST Amt	Practitioner Pay Amt.	Practice Pay Amt.
Dr Isabelle Vasili (3)		33.00	0.00	-50.00	<input checked="" type="checkbox"/>		-45.45	-4.55	-35.00	-15.00

After selecting a Practitioner (could also be the Practice) from the drop-down box and entering the other relevant details as per the example in the above form, click the 'Create Payment' button.

Several messages will then be displayed and the transaction will be updated in Practice Accounts.

This is often a confusing area for PA users, largely because it is a process that is not often run. If you are unsure, please do not hesitate to contact PA Support to determine if what you are proposing to do will achieve the correct result - as correcting an incorrect payment adjustment can become even more confusing to 'correct a previous correction'.

Different Fee % for certain Patient Items

If your Practice has elected to have different fee percentages apply to certain Patient Items, then if the receipt or payment adjustment that you are contemplating applies to one of those special percentage Items, unfortunately, you will need to implement a 'work-around'.

If we assume that the service fee percentage for the Item is say 22% and the general fee percentage for the Practitioner is 44%, then you would need to Click the BP Link button on the main PA Menu, then click the 'View Practice Fees %' button, then click the 'General Fees Percentages' button and temporarily change the fee percentage for the Practitioner from 44% to 22%.

Then return to the 'Create a NON-BP Practitioner Receipt' form or the 'Create a NON-BP Practitioner Payment' form – where the fee percentage will now display as 22%.

Then proceed as noted above to enter the relevant information and process the receipt or payment.

WARNING – WARNING – WARNNG after this Item exception receipt or payment adjustment is completed, if the General Fee Percentage is not immediately changed back to the 44% in this example, all future Fee calculations of non-special Items for the Practitioner will be calculated at the 22% rate and not the 44% rate.