



## Practitioner Name Details

The currently available functionality under this heading is displayed below:

Name ID:	Title	FirstName/Initials	Surname	ABN:	Best Practice Name	IS THE PRACTICE
3	Dr	Isabelle	Vasili	78 991 233 684	Dr Isabelle Vasili	<input type="checkbox"/>
Name Status: A						
Address line 1	Address line 2	Suburb	State	PCode		
56 Gordon Street		SOUTHVILLE	NSW	2589		
Tel No. 02 4587 959	Fax No.	Mobile No.	EMail: isabelle.vasili@gmail.com			
Business Name	Isabelle Medical Pty Ltd				<input checked="" type="checkbox"/> Use Business details for Practitioner Reports	
Business Address line 1	Business Address line 2	Business Suburb	Bus.State	PCode		
PO Box 69		SOUTHVILLE	NSW	2589		
Tel No. 02 4587 959	Fax No.	EMail: isabelle.vasili@gmail.com		<input checked="" type="checkbox"/> Include in Export Payment Summary		
EFT Account Name: DR ISABELLE VASILI			EFT BSB: 789-128	EFT Account No: 226671363		
Provider No: 12356859IV	Practice Fee Percentage: 33	Default On-Account Payment Amount: 1000				
Notes:						
<b>Search for Name Records</b>						
Find one - (ACTIVE) Name			Find one - (IN-ACTIVE) Name			
Dr Isabelle Vasili (3)						

During the first record Import from Best Practice, Practitioner Names are automatically created, including the Practice Named Practitioner, in Practice Accounts.

The only information automatically entered during the Import process is the 'Best Practice Name' which will be the Practitioner's name in the BP Import file.

However, if there happens to be no Practice Named Practitioner in the Import file (due to there being no fees attributable to the Practice in the file) you will need to manually add the Practice name by clicking the Add icon and entering the relevant details.

During the subsequent record Imports, any new Practitioner names will be created in Practice Accounts.

In order to ensure that the Practitioner Summary can be the Tax Invoice, ensure that you enter the ABN number for each Practitioner.

If you intend to auto-email reports to Practitioners, enter the email address for each Practitioner and if the Practitioner is operating through a Business name, enter that name in the Business Name box and tick the box adjacent to the business name. Again, enter the business email address to enable auto-emailing for that business name.

If you intend to create Practitioner EFT payment files for uploading to your Bank, enter the EFT Account Name, EFT BSB and the EFT Account number for each Practitioner.

You do not need to set the Fee percentage as it will be set when you set the percentages for all Practitioners in 'View Practice Fees %' form.

The Practice also needs to be established as a Practitioner – as the Practice will have fees for non-medical charges and when Practitioner fees are allocated to the Practice when the percentage is set to 100% for a Practitioner – this could be for Locums paid on an hourly basis or for Registrars.

The Practice Practitioner must have the 'IS THE PRACTICE' box ticked.

Otherwise, the form is the same as the normal Practitioner.

Close Add Edit Save

Name ID: 1 Title: [v] First Name/Initials: [ ] Surname: Abc Medical Centre Pty Ltd ABN: [ ] Best Practice Name: ABC Medical Centre IS THE PRACTICE  Name Status: A [v]

Address line 1: [ ] Address line 2: [ ] Suburb: [ ] State: [v] PCODE: [ ]

Tel No. [ ] Fax No. [ ] Mobile No. [ ] Email [ ]

Business Name: ABC Medical Centre Pty Ltd  Use Business details for Practitioner Reports

Business Address line 1: Unit 4 Business Address line 2: 1 Test Lane Business Suburb: Testville Bus.State: NSW [v] PCODE: 2222

Tel No. 02 123 456 789 Fax No. 02 123 456 790 Email info@abcmedical.com.au Include in Export Payment Summary

EFT Account Name: ABC MEDICAL PTY LTD EFT BSB: 789-564 EFT Account No: 875136971

Provider No: [ ] Practice Fee Percentage: 0 Default On-Account Payment Amount: 0

Notes: [ ]

**Search for Name Records**

Find one - (ACTIVE) Name: ABC Medical Centre (1) [v] Find one - (IN-ACTIVE) Name: [v]

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