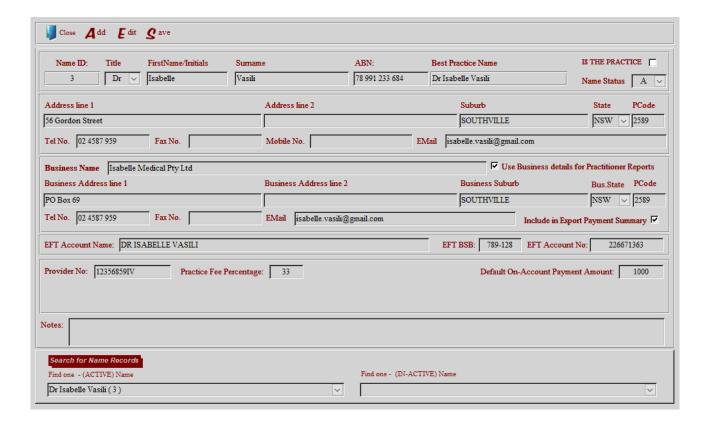




Practitioner Name Details

The currently available functionality under this heading is displayed below:



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 PRACRICE' box ticked.

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

Close Add Edit Gave				
Name ID: Title FirstName/Initials Sumar	ne fedical Centre Pty Ltd		st Practice Name BC Medical Centre	IS THE PRACTICE
Address line 1	Address line 2		Suburb	State PCode
Tel No. Fax No.	Mobile No.	EMail		
Business Name ABC Medical Centre Pty Ltd V Use Business details for Practitioner Reports				
Business Address line 1	Business Address line 2		Business Suburb	Bus.State PCode
Unit 4	1 Test Lane		Testville	NSW 🗸 2222
Tel No. 02 123 456 789 Fax No. 02 123 456 790	EMail info@abcmedic	eal.com.au	Include in Expo	ort Payment Summary 🔽
EFT Account Name: ABC MEDICAL PTY LTD EFT BSB: 789-564 EFT Account No: 875136971				
Provider No: Practice Fee Percentag	e: 0		Default On-Account Payme	nt Amount: 0
Notes:				
Search for Name Records Find one - (ACTIVE) Name		Find one - (IN-ACTIVE) 1	Name	
ABC Medical Centre (1)	<u> </u>			~
