




Practitioner Statements

The currently available functionality under this heading is displayed below:

	Begin Date	<input type="text" value="01/08/2019"/>	End Date	<input type="text" value="31/08/2019"/>	<input type="button" value="Calc Run Dates"/>	<input type="button" value="Test Emailing"/>		
<input type="button" value="Create Practitioner Reports"/>		<input type="button" value="View Summaries"/>		<input type="button" value="View Detailed, Invoice, Statement"/>		<input type="button" value="View Emails"/>		
Practitioner	Summary	Detailed	Invoice	Statement	Printer	PDF	Email	Has Email Addr.
	<input type="button" value="Tick"/>	<input type="button" value="Tick"/>	<input type="button" value="Tick"/>	<input type="button" value="Tick"/>	<input type="button" value="Tick"/>	<input type="button" value="Tick"/>	<input type="button" value="Tick"/>	
ABC Medical Centre (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y
Dr Harry Jones (2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Y
Dr Isabelle Vasili (3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y
Dr Jane Smith (4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dr Mohammed Arun (5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y
Dr Sarah Lee (6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

There are four Practitioner documents that are available by ticking one or all of the first four boxes on the above form. Clicking the 'Tick' or 'Untick' buttons will tick or untick the boxes below for all Practitioners.

In the above example, Summaries will be run for all Practitioners.

The reports can be generated and sent to a Printer, created as a pdf file or emailed directly to Practitioners by ticking the relevant boxes. For emailing, the email server credentials need to be pre-recorded in the 'Medical Centre Details' form (Setup on the main PA menu) and for each Practitioner in the 'Practitioner Name Details' form (Setup on the main PA menu).

When email addresses are recorded for Practitioners, a 'Y' will be displayed in the above form.

Clicking the 'Test Emailing' button will enable a test message to be sent to an entered email address to ensure that the email server is up and running before reports are emailed to Practitioners.

Summary – this is the most useful report for Practitioners – it can be used for BAS reporting and can be the Tax invoice issued to Practitioners.

Detailed – this is a detailed Patient Item listing of transactions for the selected date range.

Invoice – a generic invoice for Practitioners if the Practice does not provide the Summary to Practitioners as a Tax Invoice.

Statement – this report displays the then amounts owing to the Practice and Practitioners.

After making the desired selections, clicking the 'Create Practitioner Reports' button will generate the reports and if the email box is ticked, automatically email the selected report/s.

Click the 'View Summaries' button to open the file location where the Summaries are stored, click the 'View Detailed, Invoice, Statement' button to open the file location for those reports and click the 'View Emails' button to open the folder location for copies of the reports emailed to Practitioners.

The default folder locations for these reports can be changed – PA main menu - Setup, File Locations

Summary example:



ABN 12 345 678 912

Practitioner Fees - Summary
for the period: 01/08/2019 to 31/08/2019

Tax Invoice

Dr Harry Jones (2) ABN: 69 123 597 212

	Net Amount	GST Amount	Gross Amount
Patient Fees	24,728.29	18.41	24,746.70

Service Fees	\$10,342.13
Practitioner Fee	\$14,404.57
Total Earnings	\$24,746.70

Totals \$24,728.29 \$18.41 \$24,746.70

Business Activity Statement Summary

G1 - Supplies (Income)	24,746.70	G11 - Acquisitions (Expenses)	10,342.13
G3 - GST-free Supplies (Income)	24,544.19	G14 - GST-free Acquisitions (Expenses)	0.00
1A - GST Payable to the ATO	18.41	1B - GST Receivable from the ATO	940.19

For BAS and Income Tax purposes, the above Patient Fee Receipts and Service Fees, if applicable are being calculated on a 'CASH' basis

Note: If you have other income and/or expenses, this is not your complete Business Activity Statement for the above date range - you will need to add the above amounts to your other transactions for the BAS period

Practitioner Patient Fees Summary

	Net Amt.	GST Amt.	Total Amt.	Practice	Practitioner
Private	\$2,840.14	\$18.41	\$2,858.55	\$1,198.22	\$1,660.33
Other	\$1,000.00	\$0.00	\$1,000.00	\$440.00	\$560.00
Medicare	\$19,221.50	\$0.00	\$19,221.50	\$8,031.92	\$11,189.58
DVA	\$1,666.65	\$0.00	\$1,666.65	\$671.99	\$994.66
Total	<u>\$24,728.29</u>	<u>\$18.41</u>	<u>\$24,746.70</u>	<u>\$10,342.13</u>	<u>\$14,404.57</u>

Detailed example:



Practitioner Fees - Detailed Listing
for the period: 01/08/2019 to 31/08/2019

Dr Harry Jones

Trans. Date	Trans. Reference		Total Amount	Fee %	Fee Amount	Practitioner Amount
01/08/2019	49431	InvNo 158009 - Medicare - Denise A. Hayes	45.10	22.00	9.92	35.18
01/08/2019	49440	InvNo 158068 - Medicare - Amy O. Norman	38.20	44.00	16.81	21.39
01/08/2019	49439	InvNo 158016 - Medicare - Luis I. Hinton	9.65	44.00	4.25	5.40
01/08/2019	49438	InvNo 158016 - Medicare - Luis I. Hinton	38.20	44.00	16.81	21.39
01/08/2019	49437	InvNo 158070 - Medicare - Elsie A. Hamilton	38.20	44.00	16.81	21.39

Trans. Date	Trans. Reference		Total Amount	Fee %	Fee Amount	Practitioner Amount
31/08/2019	116313	InvNo 1579791 - Medicare - Milton I. Li	9.65	44.00	4.25	5.40
31/08/2019	116312	InvNo 1579791 - Medicare - Milton I. Li	38.20	44.00	16.81	21.39
31/08/2019	116311	InvNo 1579741 - Medicare - Dana E. Fernandez	9.65	44.00	4.25	5.40

Report Totals \$24,746.70 \$10,342.13 \$14,404.57



Tax Invoice

Ref: 2
InvoiceNo: 2083119
Date: 31/08/2019

ABC Medical Centre Pty Ltd

Unit 4/1 Test Lane Yerrville NSW 2222 Email: info@abcmcdical.com.au ABN: 12 245 678 912 ACN: 123 456 789 Web: www.abcmcdical.com.au Telephone No: 02 123 456 789 Facsimile No: 02 123 456 790

Dr Harry Jones
17 Jones Road
ALPHAVILLE NSW 2589

Practice Service Fees

Please refer to the Practitioner Summary for a detailed breakdown of the Patient fees

Total Amount: \$9,401.94
GST Amount: \$940.19
Amount Payable \$10,342.13

Statement example:

Practitioners Ledger - ABC Medical Centre
for the period from 01/08/2019 to 31/08/2019

Date	Reference	Cleared - RefNo.	Notes	Amount
Dr Harry Jones				Opening Balance \$0.00
14/08/2019	CRS101618	Fees Payable YES 2	InvNo 158952 - Medicare - Tiffany A. Nash	5.40
14/08/2019	CRS101617	Fees Payable YES 2	InvNo 158952 - Medicare - Tiffany A. Nash	21.39
14/08/2019	CRS101616	Fees Payable YES 2	InvNo 158986 - Medicare - Justin P. Spencer	5.40
14/08/2019	CRS101615	Fees Payable YES 2	InvNo 158986 - Medicare - Justin P. Spencer	21.39
14/08/2019	PAY100002	Payment YES 2	Practitioner Payment Run 6	-8,382.27
16/08/2019	CRS101939	Fees Payable YES 3	InvNo 159109 - Medicare - Sidney A. Lane	21.39
16/08/2019	CRS101931	Fees Payable YES 3	InvNo 158873 - Medicare - Melinda O. Moore	5.40
16/08/2019	CRS101930	Fees Payable YES 3	InvNo 158873 - Medicare - Melinda O. Moore	90.30
16/08/2019	CRS101933	Fees Payable YES 3	InvNo 159118 - Medicare - Ashley E. Pearson	21.39
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28/08/2019	CRS103176	Fees Payable YES 3	InvNo 159791 - Medicare - Steve R. Graves	17.59
28/08/2019	CRS103172	Fees Payable YES 3	InvNo 159448 - Medicare - Ethel O. Rodgers	90.30
28/08/2019	CRS103169	Fees Payable YES 3	InvNo 159704 - Medicare - Francis C. McNamara	5.40
28/08/2019	CRS103170	Fees Payable YES 3	InvNo 159795 - Medicare - Gretchen O. Holmes	21.39
28/08/2019	CRS103179	Fees Payable YES 3	InvNo 159705 - Medicare - Gene O. Bowling	5.40
28/08/2019	CRS103171	Fees Payable YES 3	InvNo 159795 - Medicare - Gretchen O. Holmes	5.40
28/08/2019	CRS103173	Fees Payable YES 3	InvNo 159448 - Medicare - Ethel O. Rodgers	5.40
28/08/2019	CRS103174	Fees Payable YES 3	InvNo 159791 - Medicare - Steve R. Graves	35.22
28/08/2019	CRS103175	Fees Payable YES 3	InvNo 159791 - Medicare - Steve R. Graves	5.40
28/08/2019	PAY100007	Payment YES 3	Practitioner Payment Run 7	-4,645.60
29/08/2019	CRS103293	Fees Payable NO	InvNo 159846 - DVA - Glenda O. Boswell	6.36
29/08/2019	CRS103292	Fees Payable NO	InvNo 159846 - DVA - Glenda O. Boswell	11.28
30/08/2019	CRS103353	Fees Payable NO	InvNo 159896 - Medicare - Joanne O. Bowling	5.40
30/08/2019	CRS103358	Fees Payable NO	InvNo 159907 - Medicare - Rita A. Yates	5.40
30/08/2019	CRS103357	Fees Payable NO	InvNo 159884 - Medicare - Sandra I. Middleton	5.40
30/08/2019	CRS103356	Fees Payable NO	InvNo 159884 - Medicare - Sandra I. Middleton	21.39
30/08/2019	CRS103355	Fees Payable NO	InvNo 159873 - Medicare - Mary Y. Byrd	5.40
30/08/2019	CRS103354	Fees Payable NO	InvNo 159873 - Medicare - Mary Y. Byrd	9.80
30/08/2019	CRS103352	Fees Payable NO	InvNo 159896 - Medicare - Joanne O. Bowling	6.83
30/08/2019	CRS103351	Fees Payable NO	InvNo 159896 - Medicare - Joanne O. Bowling	5.40
30/08/2019	CRS103350	Fees Payable NO	InvNo 159896 - Medicare - Joanne O. Bowling	21.39
30/08/2019	CRS103349	Fees Payable NO	InvNo 159921 - Medicare - Joann T. Stout	41.41
30/08/2019	CRS103348	Fees Payable NO	InvNo 159921 - Medicare - Joann T. Stout	5.40
30/08/2019	CRS103326	Fees Payable NO	InvNo 159832 - Medicare - Eva I. Siegel	21.39
30/08/2019	CRS103338	Fees Payable NO	InvNo 159717 - Medicare - Melinda O. Moore	59.08
31/08/2019	CRS106930	Fees Payable NO	InvNo 1579791 - Medicare - Milton I. Li	5.40
31/08/2019	CRS106927	Fees Payable NO	InvNo 1579741 - Medicare - Dana E. Fernandez	21.39
31/08/2019	CRS106928	Fees Payable NO	InvNo 1579741 - Medicare - Dana E. Fernandez	5.40
31/08/2019	CRS106929	Fees Payable NO	InvNo 1579791 - Medicare - Milton I. Li	21.39
Closing Balance				\$1,376.70