

11.03. Prescription payments and credits

Prescription payment preferences

To receive payments for prescriptions in a dispensary, go to **Dispensary Mode Preferences** and check the **Receive payments from prescription window** box.

Once activated, a **Payment** tab will appear in the *Prescription Entry* window:

The screenshot shows the 'Prescription Entry' window. The 'Payment' tab is selected and highlighted with a red box. The window contains various fields for patient and prescription details, a table for items, and a summary section at the bottom.

Line	Location	Item Name	Quan	Pa...	Batch	Exp date	Sell Price	Price exten
1		ABACAVIR 300 MG CP	2	1	fgb1234	31/07/20...	150.00	300.00

Summary section:

Subtotal:	300.00
0% tax:	0.00
0% discount:	0.00
Total:	300.00
Amount Outstanding:	0.00

Entering the payment

To enter a payment from the Prescription Entry window:

1. Click on the **Payment** tab.
2. Enter the amount to be paid for this invoice today in the **Amount paid by patient** field, then press the *Tab* key on the keyboard:

Prescription Entry

Patient details

Name: Patient, Test Date of birth: 00/00/00 Female ☐ Black

New Patient Code: testp01 Address:

Store: AKPESSEKRO (CSR-D PUBLIC)

Entered: 27/04/2020 Invoice: 289 Entered by: Sussal

Prescriber: Search Prescriber Confirm date: 00/00/00 Prescription date: 27/04/2020

Code:

Items: Payment

This invoice will be automatically finalised if a payment is entered.

Cheque #: Note

Invoice total: 300.00

Total outstanding: 300.00

Available credit: 0.00

Amount paid by patient: 300.00

Amount paid by credit: 0.00

☐ Finalise Export batch: 0 Status: nw ☐ Print receipt OK & Next Delete OK

In this example, the invoice is \$300 and the patient will pay the full cost today in cash.

3. A confirmation window will open:

Prescription Entry

Patient details

Name: Patient, Test Date of birth: 23/11/1974 Female ☐ Black

New Patient Code: Testp01 Address:

Store: AKPESSEKRO (CSR-D PUBLIC)

Entered: 04/06/2020 Invoice: 431 Entered by: Sussal

Prescriber: Search Prescriber Confirm date: 00/00/00 Prescription date: 04/06/2020

Code:

Items: Payment

Other details

This invoice will be automatically finalised if a payment is entered.

Cheque #: Note

To Pay

Invoice total: 300.00

Total to pay: 300

Patient's credit status

Current balance: 0.00 Credit limit: 0.00 Available credit: 0.00

Payment details

Amount paid by credit: 0.00

Amount paid by patient: 300.00

Total payment: 300

Amount given: 500

Change to give back: 200

☐ Finalise Export batch: 0 Status: nw ☐ Print receipt OK & Next Delete OK

Enter the actual amount given by the patient in the **Cash given** field and press the *Tab* key on the keyboard. mSupply will calculate the change that must be given back to the patient and show it in the **Change required** field.

In this example, the invoice is \$300 and the patient is paying with a \$500 note. mSupply calculates the change to be returned is \$200.

If you have setup other payment types in the preferences (see [16.10. Options \(standard reasons\)](#)) then you can select the type of payment being made in the **Payment type** drop down list.

Please note: You cannot overpay a prescription. If you edit the **Amount paid by patient** field to be more than the invoice total you will be shown a message and the **Amount paid by patient** will be reduced back down to the invoice total.

4. Click **OK** to **finalise** the prescription and payment and close the window (if a payment is entered the prescription will be automatically finalised, you have no choice). If the **Print receipt** checkbox is checked then a payment receipt will print at this point.



Once you click OK, the prescription and payment are finalised and can no longer be edited. Check carefully before pressing OK!

Paying with credit

Patients can be given a credit limit (see [10.03. Patients](#)) and can use some or all of that credit at any time to pay off some or all of a prescription. Patient credits (see below) will add to the amount of credit a patient can use. Credit will also be added to a patient when they return goods using a customer credit.

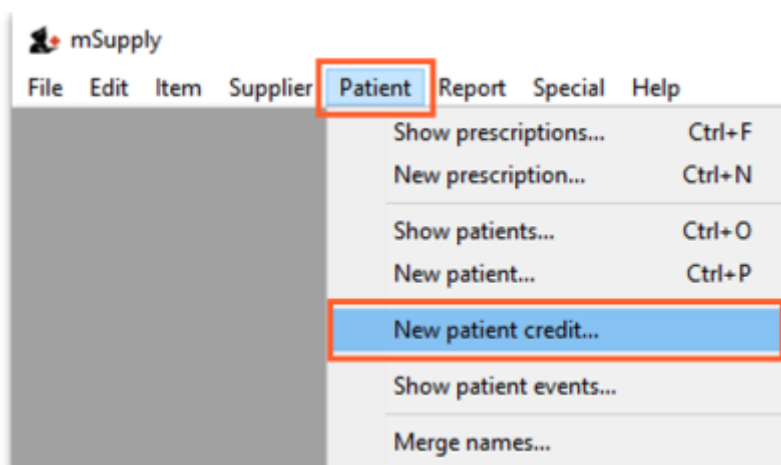
The process of using credit in a payment is exactly the same as the payment process described above. The only difference is that the amount you enter in the **Amount paid by patient** field will be less than the *Total outstanding* field figure:

1. On the prescription, click on the **Payment** tab.
2. Enter the amount to be paid for this invoice today, then press **OK**.

Patient credits

You can allocate funds in a patient's favour by giving them a **Patient Credit**. You might need to do this if, for example, a patient returns faulty medicines they already paid for. Patient credits will be *subtracted* from future invoices until all credits are used.

1. In the menus, choose **Patient > New patient credit...**:



2. Enter the patient in the **Name** field just as you would for a prescription. You can also enter other details such as a **Reference** (e.g. the prescription number this patient credit is related to) and a **Note** explaining why a patient credit is being issued.

3. Click the **History** button to view the items previously dispensed to this patient:

The screenshot shows the 'Patient credit' form in the mSupply application. The 'Name' field is filled with 'Sarandi, Artigas'. The 'History' button is highlighted with a red box. The 'Reference' and 'Note' fields are also highlighted with red boxes.

Line	Location	Item Name	Quan	Pac...	Batch	Exp date	Sell Price	Price extn

4. Select the item(s) to be returned from the patient's dispensing history, then click **Add to credit**. Multiple items may be added at once:

Date	Number	Prescriber	Item	Quantity	Directions
01/11/2019	24	CAR	Amoxicillin 250mg tab/cap	1	
01/11/2019	19	CAR	Amoxicillin 500mg tab/cap	1	
01/11/2019	20	CAR	Amoxicillin 500mg tab/cap	1	
01/11/2019	21	CAR	Amoxicillin 500mg tab/cap	1	
01/11/2019	23	CAR	Amoxicillin 500mg tab/cap	1	
01/11/2019	24	CAR	Amoxicillin 500mg tab/cap	2	

Add to credit OK

5. Review the patient credit. Note that the price appears as a *negative* value in the patient credit window since it is a credit to the patient, not a charge.

Patient credit

Patient details
 Name: Sarandi, Artigas
 Date of birth: 01/02/1986
 Female
 Store: General
 Entered: 01/11/2019
 Invoice: 22
 Entered by: user 1 (pass= user1)

New Patient Code: 10229487
 Address:
 Prescriber: Carretas, Julieta
 Code: CAR
 Confirm date: 00/00/00
 Prescription date: 01/11/2019

New line **Delete line(s)** **History**

Reference: Category: None
 Note: Patient returning expired item dispensed in error

Line	Location	Item Name	Quan	Pac...	Batch	Exp date	Sell Price	Price exten
1		Amoxicillin 500mg tab/cap	1	100	YRT445	31/01/2019	100.00	-100.00

Item: Amount: 0.00

Date: Notes: **New note** **Delete note**

Subtotal: -100.00
0 % tax: 0.00
Total: -100.00

☒ **Finalise** Export batch: 0 Status: mw ☐ Print receipt OK & Next Delete OK

You can also add items *not* linked to a patient's history by clicking the **New line** button and entering item details just like you would for a prescription.



If you *only* want to allow users to issue patient credits for items linked to a patient's history, turn on the **Limit patient credits to previously prescribed items** preference in the *Invoices 2* tab of **File > Preferences** (see [Invoices 2 Preferences](#)). This will disable the **New line** button, and all items must be selected from the **History** button.

6. Once you are sure the patient credit is correct, check the **Finalise** box and click **OK**.



Remember you have also just returned items to your mSupply inventory! If you are going to destroy returned items, you now need to remove them from your mSupply inventory in a separate transaction (either a **Reduce stock Inventory Adjustment** or a **Stocktake**).

When the patient pays for their next prescription, their credit will be *automatically* applied in the Payment window.

In this example, the patient's current prescription is \$300 but they had a \$100 credit which is automatically applied to the invoice. Now, they only need to pay \$200.

Prescription Entry

Patient details

Name: Sarandi, Artigas Date of birth: 01/02/1986 Female
New Patient Code: 10229487 Address:
Prescriber: Carretas, Julieta Confirm date: 00/00/00
Code: CAR Prescription date: 01/11/2019
Store: General
Entered: 01/11/2019
Invoice: 23
Entered by: user 1 (pass= user1)

Items Payment

This invoice will be automatically finalised if a payment is entered.

Their ref: [text box]
Note: [text box]

Invoice total: 300.00
Total outstanding: 300.00
Available credit: 100.00
Amount paid by: 200.00
Amount paid by credit: 100.00

☒ Finalise Export batch: 0 Status: n/w ☐ Print receipt OK & Next Delete OK

Previous: [11.02. Receiving payment from customers](#) | Next: [11.04. Cash register](#)

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Permanent link:
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Last update: 2020/05/18 13:49



