

# 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 with the 'Payment' tab selected. The window contains the following sections:

- Patient details:** Name (Patient, Test), Date of birth (00/00/00), Gender (Female), Store (AKPESSEKRO (CSR-D PUBUC)), Entered (27/04/2020), Invoice (289), Entered by (Sussol).
- Prescriber:** Search Prescriber, Code, Confirm date (00/00/00), Prescription date (27/04/2020).
- Reference:** Reference, Category (None), Note.
- Items:** A table with columns: Line, Location, Item Name, Quan, Pa..., Batch, Exp date, Sell Price, Price exten. The first row shows Line 1, Location ABACAVIR 300 MG CP, Quan 2, Pa... 1, Batch fghj1234, Exp date 31/07/20..., Sell Price 150.00, Price exten 300.00.
- Summary:** Subtotal: 300.00, 0% tax: 0.00, 0% discount: 0.00, Total: 300.00, Amount Outstanding: 0.00.
- Buttons:** New line, Delete line(s), History, Repeats, New note, Delete note, Finalise, Export batch, Status: new, OK & Next, Delete, OK.

## Entering the payment

To enter a payment from the Prescription Entry window:

1. Click on the **Payment** tab.
2. The **Total payment** field shows the amount that needs to be paid by the patient. Enter the amount the patient actually gives you in the **Amount given** field, then press the *Tab* key on the keyboard:

The screenshot shows the 'Prescription Entry' window. The 'Patient details' section includes Name (Patient Test), Date of birth (23/11/1974), Gender (Female), Store (AKPESSEKRO (CSR-D PUBLIC)), Entered (04/06/2020), Invoice (431), and Entered by (Sussol). The 'Payment' tab is selected, showing 'Other details' with a red message: 'This invoice will be automatically finalised if a payment is entered.' The 'To Pay' section shows 'Invoice total' and 'Total to pay' as 300.00. The 'Patient's credit status' section shows 'Current balance', 'Credit limit', and 'Available credit' as 0.00. The 'Payment details' section shows 'Amount paid by credit' as 0.00, 'Amount paid by patient' as 300.00, 'Total payment' as 300, and 'Amount given' as 0 (highlighted with a red box). The 'Change to give back' field is empty. At the bottom, there are buttons for 'Finalise', 'Export batch', 'Status', 'Print receipt', 'OK & Next', 'Delete', and 'OK'.

3. In this example, the prescription cost is \$300 and the patient will pay with a \$500 note, so 500 is entered in the **Amount given** field and the **Tab** key pressed. mSupply then shows you the change that is to be given back to the patient in the **Change to give back** field:

The screenshot shows the 'Prescription Entry' window with the same patient details as the previous image. The 'Payment' tab is selected, and the 'Amount given' field is now 500 (highlighted with a red box). The 'Change to give back' field is now 200 (highlighted with a red box). The 'Total payment' remains 300. The 'Change to give back' field is now 200. At the bottom, there are buttons for 'Finalise', 'Export batch', 'Status', 'Print receipt', 'OK & Next', 'Delete', and 'OK'.

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 given** field to be more than the **Total payment** amount the **Amount given** field will be reduced to the \*Total payment amount and the Change to give back will be increased by the difference. **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) and cash paid into the cash register by a patient will add to the amount of credit a patient can use. The process of using credit in a payment is exactly the same as the payment process described above, the only difference is that, if the patient has some credit available, mSupply will automatically use as much as it can to pay for the patient's prescription. You can see the amount of credit the patient has available (made up of their credit limit, patient credits and cash they have paid in) in the Patient's credit status section and the amount of credit used to pay for the prescription in the Amount paid by credit field:

The screenshot shows the 'Prescription Entry' window. The 'Patient details' section includes fields for Name (Patient, Test), Date of birth (23/11/1974), Gender (Female), Store (AKPESSEKRO (CSR-D PUBLIC)), Entered (04/06/2020), Invoice (431), and Entered by (Susan). The 'Payment' tab is selected, showing 'Other details' with a note: 'This invoice will be automatically finalised if a payment is entered.' The 'To Pay' section shows 'Invoice total' as 300.00 and 'Total to pay' as 300.00. The 'Patient's credit status' section, highlighted with a red box, shows 'Current balance' as 100.00, 'Credit limit' as 100.00, and 'Available credit' as 100.00. The 'Payment details' section, also highlighted with a red box, shows 'Amount paid by credit' as 100.00, 'Amount paid by patient' as 200.00, and 'Total payment' as 300.00. The 'Amount given' field is set to 0. The 'Print receipt' checkbox is checked. The bottom of the window has buttons for 'Finalise', 'Export batch', 'Status', 'Print receipt', 'OK & Next', 'Delete', and 'OK'.

In this example, the patient has 100 credit available (made up of their credit limit only, which is 100) and all of that credit has been used to pay the prescription charge. If you or the patient does not wish to use their credit, or wishes to reduce the amount of their credit used to pay the prescription, simply change the amount of credit used in the Amount paid by credit field and press the **Tab** key on the keyboard so that mSupply re-calculates the amount to be paid by the patient. Here is a screenshot if the patient in the example above decides to pay 250 towards their prescription and only use 50 of their credit:

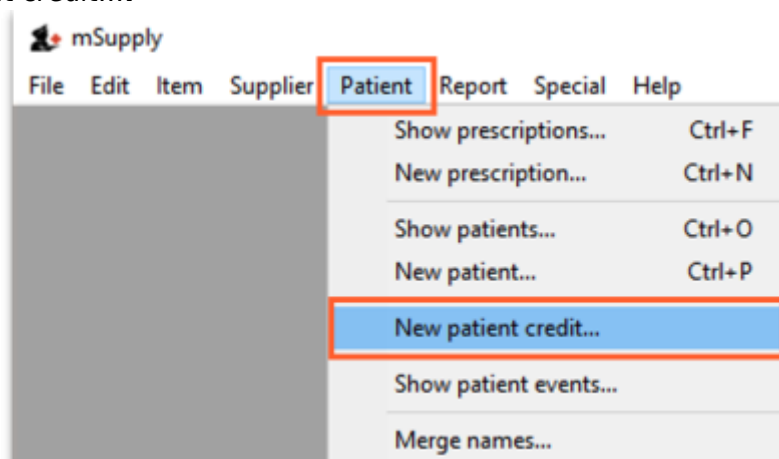
==== Patient credits ==== You can allocate funds in a patient's favour by giving them a Patient Credit. **You might need to do this if, for example, a patient returns faulty medicines they already paid for. Creating a patient credit increases the amount of credit a patient has. Patient credit can be used to pay for future prescriptions. === View patient credits === To view already created patient credits, choose Patient > Show prescriptions in the menus or click on the show prescriptions icon on the Patients tab of the Navigator:**



**In the filter window that appears, select the appropriate filter options and click on the Find button to show the prescriptions that match the filters (just click on the Find button without changing anything if you want to see the default 15 most recent prescriptions):**

Store name	Name	Type	St...	Entered	Confirmed	Innum	Total	Their ref	Pickup pri...	Comme
	Général, Patient	cc	cn	21/05/2020	21/05/2020	443	-441			
	Patient, Test	ci	fn	18/05/2020	18/05/2020	442	58			
	Général, Patient	ci	fn	07/05/2020	07/05/2020	437	29			
	Général, Patient	ci	fn	07/05/2020	07/05/2020	436	29		07/05/2020	
	Général, Patient	ci	fn	02/05/2020	02/05/2020	435	58			Offset for a...tr
	DISTRIC...OUKRO	ci	fn	01/05/2020	01/05/2020	433	20000			Offset for a...tr
	Général, Patient	ci	fn	01/05/2020	01/05/2020	432	58		01/05/2020	
	Général, Patient	ci	fn	01/05/2020	01/05/2020	431	87			
	Général, Patient	ci	cn	01/05/2020	01/05/2020	430	0			
	DISTRIC...OUKRO	cc	fn	01/05/2020	01/05/2020	429	-20000			Offset for a...tr
	Général, Patient	cc	fn	01/05/2020	01/05/2020	427	-100			Offset for a...tr

Patient credits have cc (for “customer credit”) in the *Type* column, prescriptions have a type of *ci*. IF you oinly wish to see patient credits then click on the Customer credits **item on the left hand side.**  
**==== Create patient credits ===== To create a new patient credit: 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:**

**Patient credit**

Patient details: Name Sarandi, Artigas Date of birth: 01/02/1986 Female Store: General  
 New Patient Code: 10229487 Address: Entered: 01/11/2019 Invoice: 0  
 Entered by: user 1 (pass= user1)

Prescriber: Search Prescriber Confirm date: 00/00/00  
 Code: Prescription date: 01/11/2019

New line Delete line(s) **History** Reference Category: None Note

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

Item: Amount: 0.00 Subtotal: 0.00  
 Date Notes 0 % tax: 0.00  
 Total: 0.00

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

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:**

**History for Sarandi, Artigas**

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

New Patient Code: 10229487 Address: Entered: 01/11/2019

Prescriber: Carretas, Julieta Confirm date: 00/00/00 Invoice: 22

Code: CAR Prescription date: 01/11/2019 Entered by user 1 (pass= user1)

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

New line Delete line(s) History

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: nrw ☐ 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: Patient Test Date of birth: 23/11/1974 Female  
New Patient Code: Testp01 Address: Black  
Store: AKPESSEKRO (CSR-D PUBLIC)  
Entered: 04/06/2020  
Invoice: 431  
Entered by: Susael

**Prescription details**

Prescriber: Confirm date: 04/06/2020  
Code: Prescription date: 04/06/2020

**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: 300.00

**Patient's credit status**

Current balance	100.00
Credit limit	100.00
Available credit	100.00

**Payment details**

Amount paid by credit	100.00
Amount paid by patient	200.00
<b>Total payment</b>	<b>200.00</b>
Amount given	0
Change to give back	

Select the payment type

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

==== Cancellations for prescription payments ==== When a prescription is cancelled, any payment made against it is not automatically cancelled because the patient might give you the goods back but not receive a cash refund. However, a patient credit is automatically created equal to the amount of the payment and assigned to the patient. This means the patient is refunded in credit, not cash. If you really wish to refund cash to the patient, you need to find the patient credit created for them, cancel it and then go to the [cash register](#) and enter a cash out transaction for the patient. This will appear as a "ps" type transaction in the register. It is a good idea to have a separate *Option* (16.10. Options (standard reasons)) for this type of cash out payment to allow you to report on them separately from other types of cash out transactions.

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