

A deferred payment is used when a sale is put on the patient account but the payment for all or part of that sale is not expected to be paid for by the patient. Payment is expected from a 3rd party at a later date once a claim or invoice is processed.

The main use of this feature will be GOS1 claims for sight test and GOS3 and 4 claims for spectacles. It may also be used for local schemes, such as PEARS/MECS/WECS or for corporate companies paying for employee sight tests.

i-Clarity has the following deferred payment types.

- NHS Fee
- DOM Fee
- Voucher
- NHS Repair
- Hospital
- Corporate

Using a deferred payment type on a patient account

If a deferred payment type has been used as a payment on a patient account a payment line will be entered on the patient account.

Details of Selected Transaction - Sales Items			
Product	Description	Qty	Ref
NHS_ST	NHS Sight Test	1	0

Details of Selected Transaction - Payments		
Payment Type	Date Paid	Amount
NHS Fee		£21.31

The paid date on the payment line on the patient account will be blank until the payment has been marked as received in deferred payments

and a corresponding payment line will appear in the deferred payments module.

Payments highlighted in green have no claim linked to them.

Pay Type	Px ID	Patient Name	Corporate	Sale Date	Amount	Submitted	Date Paid
NHS Fee	6251	Brown, Marc	N/A	04-08-2020	£21.31		

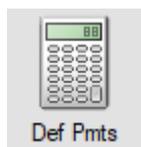
Processing deferred payments

Deferred payments are processed through the deferred payments module.

Click on the yellow arrow to display the second set of module icons.



Then click on the deferred payments icon.



Deferred Payments

Payment Status

Not yet submitted

Not yet paid, submitted between 01 January 2000 and 04 August 2020

All payments received between 04 July 2020 and 04 August 2020

Filters

Payment Type: NHS Fee

Corporate:

Selected: ALL

Deselect All

Select All

Save Selection

Retrieve Records

Payments highlighted in green have no claim linked to them.

Pay Type	PxID	Patient Name	Corporate	Sale Date	Amount	Submitted	Date Paid	Claim Ref	Selected
NHS Fee	6156	Smith, Jane	N/A	13-08-2019	£21.31			10	<input type="checkbox"/>
NHS Fee	118	Berry, Lloyd	N/A	03-10-2019	£21.31			89	<input type="checkbox"/>
NHS Fee	4995	Jones, Joanna	N/A	03-10-2019	£21.31			91	<input type="checkbox"/>
NHS Fee	6167	Garvey, Jane	N/A	04-10-2019	£21.31				<input type="checkbox"/>
NHS Fee	1979	Gorey, Thomas	N/A	10-10-2019	£21.31				<input type="checkbox"/>
NHS Fee	6190	Smith, Simon	N/A	14-11-2019	£21.31			1123	<input type="checkbox"/>
NHS Fee	4000	Blue, Gwion	N/A	05-12-2019	£21.31			1139	<input type="checkbox"/>
NHS Fee	100	Thompson, Mathew	N/A	05-12-2019	£21.31			1141	<input type="checkbox"/>
NHS Fee	1100	Cleall, Chloe	N/A	06-12-2019	£21.31			1142	<input type="checkbox"/>
NHS Fee	1101	Chivers, Gillian	N/A	06-12-2019	£21.31			1143	<input type="checkbox"/>
NHS Fee	6191	Smith, Sara	N/A	10-02-2020	£21.31			1149	<input type="checkbox"/>
NHS Fee	6220	Hobbs, David	N/A	03-04-2020	£21.31			1165	<input type="checkbox"/>
NHS Fee	6234	Buchanan, Rose	N/A	21-04-2020	£21.31			1175	<input type="checkbox"/>
NHS Fee	6233	Hobbs, Nick	N/A	21-04-2020	£21.31			1176	<input type="checkbox"/>
NHS Fee	6235	Thornley, Lola	N/A	21-04-2020	£21.31			1178	<input type="checkbox"/>
NHS Fee	6237	Thornley- Jane, Laura	N/A	22-04-2020	£21.31			1180	<input type="checkbox"/>
NHS Fee	6241	Buchanan, Molly	N/A	22-04-2020	£21.31			1184	<input type="checkbox"/>

Update Selected Records to 'Submitted' Delete Selected Records Unlink Selected Claims

Total Amount: £767.16

Total Amount Selected: £0.00 (0 items)

Submit Selected Claims Quit

The deferred payments that you are processing will be shown in this main section

Deferred Payments

Payment Status

Not yet submitted

Not yet paid, submitted between and

All payments received between and

Filters

Payment Type:

Corporate:

Selected:

Deselect All

Select All

Save Selection

Retrieve Records

Print

Payments highlighted in green have no claim linked to them.

Pay Type	PxID	Patient Name	Corporate	Submission Date	Amount	Submitted	Date Paid	Claim Ref	Selected
NHS Fee	6156	Smith, Jane	N/A	13-08-2019	£21.31			10	<input type="checkbox"/>
NHS Fee	118	Berry,							<input type="checkbox"/>
NHS Fee	4995	Jones,							<input type="checkbox"/>
NHS Fee	6167	Garvey,							<input type="checkbox"/>
NHS Fee	1979	Gorey,							<input type="checkbox"/>
NHS Fee	6190	Smith,							<input type="checkbox"/>
NHS Fee	4000	Blue, Gw...							<input type="checkbox"/>
NHS Fee	100	Thompson, Mathew	N/A	05-12-2019	£21.31			1141	<input type="checkbox"/>
NHS Fee	1100	Cleall, Chloe	N/A	06-12-2019	£21.31			1142	<input type="checkbox"/>
NHS Fee	1101	Chivers, Gillian	N/A	06-12-2019	£21.31			1143	<input type="checkbox"/>
NHS Fee	6191	Smith, Sara	N/A	10-02-2020	£21.31			1149	<input type="checkbox"/>
NHS Fee	6220	Hobbs, David	N/A	03-04-2020	£21.31			1165	<input type="checkbox"/>
NHS Fee	6234	Buchanan, Rose	N/A	21-04-2020	£21.31			1175	<input type="checkbox"/>
NHS Fee	6233	Hobbs, Nick	N/A	21-04-2020	£21.31			1176	<input type="checkbox"/>
NHS Fee	6235	Thornley, Lola	N/A	21-04-2020	£21.31			1178	<input type="checkbox"/>
NHS Fee	6237	Thornley- Jane, Laura	N/A	22-04-2020	£21.31			1180	<input type="checkbox"/>
NHS Fee	6241	Buchanan, Molly	N/A	22-04-2020	£21.31			1184	<input type="checkbox"/>

You can control which payments are displayed in the main section by using the filters at the top of the screen.

Right-click on a payment line to submit or delete individual payments. Double-click on an unsubmitted payment to submit the claim.

Update Selected Records to 'Submitted'

Delete Selected Records

Unlink Selected Claims

Total Amount:

Total Amount Selected: (0 items)

Submit Selected Claims

Quit

Payment Status

Not yet submitted

Not yet paid, submitted between and

All payments received between and

There are 3 different payment status options you can filter the displayed payments by.

Not yet submitted: Payments listed under this status have not had a claim or invoice submitted to the 3rd party making the payment.

Not yet paid, submitted between: Payments listed under this status have had a claim or invoice submitted, however payment is yet to be received.

All payments received: Payments listed under this status have had a claim or invoice paid by the relevant 3rd party.

The screenshot shows a 'Filters' panel with three controls: 'Payment Type' is a dropdown menu currently showing 'NHS Fee'; 'Corporate' is an unchecked checkbox; and 'Selected' is a dropdown menu currently showing 'ALL'.

You can also filter the list of payments by the type of payment.

Click on the drop-down arrow for the payment type field to select the applicable payment type.

The available options are:

NHS Fee, this is used for GOS1 Claims.

Voucher, this is used for GOS3 Claims.

NHS Repair, this is used for GOS 4 Claims.

DOM Fee, this is used for any Domiciliary visit claims.

Hospital, this is used for any HES3 vouchers.

Corporate, this is used for any other 3rd party paying for sales on accounts. Such as local companies or local schemes.

The corporate list can be filtered further by ticking the box next to corporate and selecting a specific corporate from the list.

The screenshot shows the 'Filters' panel with 'Payment Type' set to 'Corporate'. The 'Corporate' checkbox is now checked, and a dropdown menu next to it shows 'PEARS'.

Once you have selected the status and payment type you would like to process, click the 'Retrieve Records' Button.

A vertical stack of five buttons: 'Deselect All', 'Select All', 'Save Selection', 'Retrieve Records', and 'Print'. The 'Retrieve Records' button is highlighted with a yellow border.

Updating Payments from 'Not yet submitted' to 'Not yet paid, submitted between'

Select the payment status 'Not yet submitted'

Payment Status

Not yet submitted

Select the payment type you would like to process for the payment type filter drop-down.

Filters

Payment Type:

Click 'Retrieve Records'

A list of payments for this type will appear

Payments highlighted in green have no claim linked to them. Print

Pay Type	Px ID	Patient Name	Corporate	Sale Date	Amount	Submitted	Date Paid	Claim Ref	Selected
NHS Fee	6167	Garvey, Jane	N/A	04-10-2019	£21.31				<input type="checkbox"/>
NHS Fee	1979	Gorey, Thomas	N/A	10-10-2019	£21.31				<input type="checkbox"/>

Put a tick in the selected box for all the patients whose claims/invoices you are preparing to send off for payment.

Payments highlighted in green have no claim linked to them. Print

Pay Type	Px ID	Patient Name	Corporate	Sale Date	Amount	Submitted	Date Paid	Claim Ref	Selected
NHS Fee	6167	Garvey, Jane	N/A	04-10-2019	£21.31				<input checked="" type="checkbox"/>
NHS Fee	1979	Gorey, Thomas	N/A	10-10-2019	£21.31				<input checked="" type="checkbox"/>

Once you have selected all the payments that you are submitting claims/invoices for click 'Update Selected Records to Submitted'

Right-click on a payment line to submit or delete individual payments.

Total Amount: _____
Total Amount Selected: _____

This will move all the selected payments to the status 'Not yet paid, submitted between' and it will enter today's date in the submitted field of the payment line.

Payments highlighted in green have no claim linked to them.

Pay Type	Px ID	Patient Name	Corporate	Sale Date	Amount	Submitted	Date Paid
Voucher	2	Grainger, Robert	N/A	15-02-2019	£39.10	07-11-2019	

Updating Payments from 'Not yet paid, submitted between' to 'All payments received'.

Select the payment status 'Not yet paid, submitted between' and if applicable, enter a 'to and from' date range to reduce the number of payment lines show.

Not yet paid, submitted between and

Select the payment type you would like to process from the payment type filter drop-down.

Filters
Payment Type:

Click 'Retrieve Records'.

A list of payments that have been sent for payment for this type will appear.

Payments highlighted in green have no claim linked to them.

Pay Type	Px ID	Patient Name	Corporate	Sale Date	Amount	Submitted	Date Paid	Claim Ref	Selected	S
NHS Fee	6236	Thornley- Brown, Alice	N/A	22-04-2020	£21.31	22-04-2020		1179	<input type="checkbox"/>	Ac
NHS Fee	6238	Thornley- Lane, Erin	N/A	22-04-2020	£21.31	22-04-2020		1181	<input type="checkbox"/>	Ac
NHS Fee	6239	Buchanan, Marc	N/A	22-04-2020	£21.31	22-04-2020		1182	<input type="checkbox"/>	Ac
NHS Fee	6240	Buchanan, Lilly	N/A	22-04-2020	£21.31	22-04-2020		1183	<input type="checkbox"/>	Ac
NHS Fee	6243	Boorman, Ben	N/A	27-04-2020	£21.31	27-04-2020		1186	<input type="checkbox"/>	Ac

Put a tick in the selected box for all the patients whose claims/invoices you have been notified you have received payment for.

Payments highlighted in green have no claim linked to them.

Pay Type	Px ID	Patient Name	Corporate	Sale Date	Amount	Submitted	Date Paid	Claim Ref	Selected	S
NHS Fee	6236	Thornley- Brown, Alice	N/A	22-04-2020	£21.31	22-04-2020		1179	<input checked="" type="checkbox"/>	Ac
NHS Fee	6238	Thornley- Lane, Erin	N/A	22-04-2020	£21.31	22-04-2020		1181	<input checked="" type="checkbox"/>	Ac
NHS Fee	6239	Buchanan, Marc	N/A	22-04-2020	£21.31	22-04-2020		1182	<input checked="" type="checkbox"/>	Ac
NHS Fee	6240	Buchanan, Lilly	N/A	22-04-2020	£21.31	22-04-2020		1183	<input checked="" type="checkbox"/>	Ac
NHS Fee	6243	Boorman, Ben	N/A	27-04-2020	£21.31	27-04-2020		1186	<input checked="" type="checkbox"/>	Ac

At the bottom of the screen a total of the number of selected payments and the total value of these payments will appear, you can use this to cross check you have selected the right amount of payments.

Total Amount Selected: (4 items)

Once you have selected all the payments you have received click 'Update Selected Records to Paid'

Right-click on a payment line to mark in

This will move the selected payments to the status 'All payments received' and will enter a paid date in the field 'Date Paid' on the payment line in deferred payments and in the patient account.

Marking payments as received will also create an automatic entry on the cashing up for the day.

To prevent a discrepancy with the cashing up you must now enter a corresponding banking.

This banking entry will appear on the banking report and will allow you to check that the payment you were notified you would receive has been paid into your account.

Close out of the deferred payment screen.

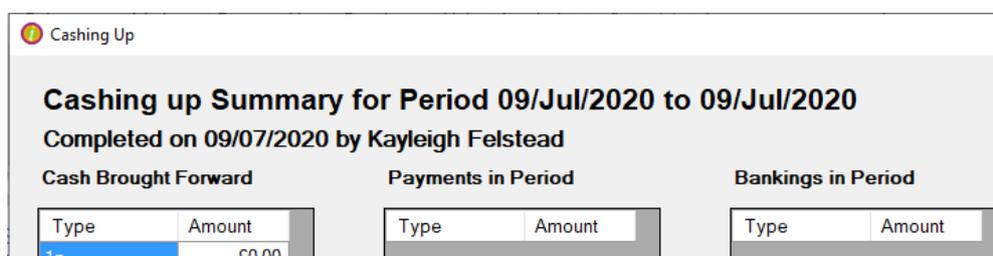
Click on the yellow arrow pointing to the right to display the second set of module icons.



Single click on the cash up module icon.



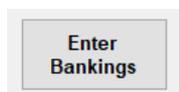
The cash up module will open and display the last cashing up period.



The screenshot shows a software window titled "Cashing Up". The main heading is "Cashing up Summary for Period 09/Jul/2020 to 09/Jul/2020", followed by "Completed on 09/07/2020 by Kayleigh Felstead". Below this, there are three columns: "Cash Brought Forward", "Payments in Period", and "Bankings in Period". Each column has a table with "Type" and "Amount" headers. The "Cash Brought Forward" table shows a single entry with "Type" "Ip" and "Amount" "£0.00".

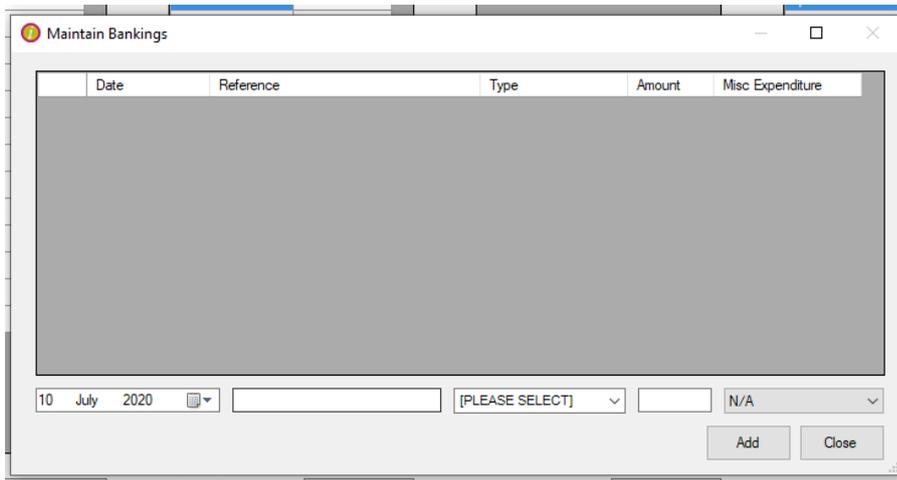
Cash Brought Forward		Payments in Period		Bankings in Period	
Type	Amount	Type	Amount	Type	Amount
Ip	£0.00				

Once the cashing up module is open click on the enter bankings button.



If you are completing this during the working day rather than at the end of the day when you are closing the till for the day- do NOT click begin cashing up. Clicking begin cashing up will change the payment date of the system so any payments from patients are record as going through the system on the following day.

The maintain bankings form will open.

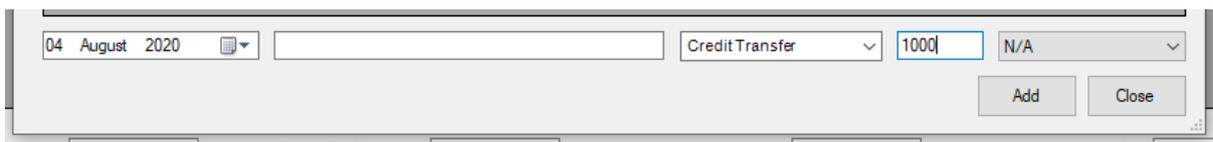


Today's date will be displayed automatically in the date field.

Select the banking type 'Credit Transfer' from the drop-down list.



Type in the amount of money that the statement says has been paid into your bank account.



Click the add button.

If you are entering a credit transfer that has been paid to you from the NHS, there will be a difference between the amount you claimed and the amount you were actually paid.

To accommodate for this difference, select the banking type NHS remittance.



This will cause the NHS remittance window to open.

NHS Remittance

LOC £

POS £

CET £

Total £

OK Cancel

Enter the value that has been taken off for the LOC levy.
 Enter the value that has been paid for Point of Sale.
 And if applicable, enter the value of any CET payments.

NHS Remittance

LOC £

POS £

CET £

Total £

Then click 'OK'

OK Cancel

This will enter an amount that matches the difference in figures from what you claimed and were paid.

04 August 2020

NHS Remittance

-36.50

N/A

Add Close

Click Add.

You can now close out of the cashing up screen.

What to do if you have a claim returned

In the deferred payments screen select the status 'Not yet paid, submitted between' and the payment type that matches the returned claim. Then click 'Retrieve Records'.

The screenshot shows the 'Payment Status' and 'Filters' sections. Under 'Payment Status', the radio button for 'Not yet paid, submitted between' is selected, with date pickers set to '01 January 2000' and '04 August 2020'. Under 'Filters', 'Payment Type' is set to 'Voucher', 'Corporate' is unchecked, and 'Selected' is set to 'ALL'. On the right, there are buttons for 'Deselect All', 'Select All', 'Save Selection', 'Retrieve Records', and 'Print'. A note at the bottom states: 'Payments highlighted in green have no claim linked to them.'

A list of payments that have been sent for payment for this type will appear.

The screenshot shows a table with the following data:

Pay Type	Px ID	Patient Name	Corporate	Sale Date	Amount	Submitted	Date Paid	Claim Ref	Selected	S
NHS Fee	6236	Thomley- Brown, Alice	N/A	22-04-2020	£21.31	22-04-2020		1179	<input checked="" type="checkbox"/>	Ac
NHS Fee	6238	Thomley- Lane, Erin	N/A	22-04-2020	£21.31	22-04-2020		1181	<input type="checkbox"/>	Ac
NHS Fee	6239	Buchanan, Marc	N/A	22-04-2020	£21.31	22-04-2020		1182	<input type="checkbox"/>	Ac
NHS Fee	6240	Buchanan, Lilly	N/A	22-04-2020	£21.31	22-04-2020		1183	<input type="checkbox"/>	Ac
NHS Fee	6243	Boorman, Ben	N/A	27-04-2020	£21.31	27-04-2020		1186	<input type="checkbox"/>	Ac

A note at the top of the table area states: 'Payments highlighted in green have no claim linked to them.' A 'Print' button is visible in the top right corner.

Tick the selected box for the claim/s that have been returned and click the button.

The screenshot shows three buttons in a row. The middle button, 'Mark Selected Records as not Submitted', is highlighted with a yellow border.

This will move the payment back to the status 'Not yet submitted' and remove the original submitted date.

The claim can now either be amended and resubmitted, or deleted from the system.

Deleting a deferred payment

If you have a claim/invoice that has been rejected and you cannot resubmit it will need to be deleted.

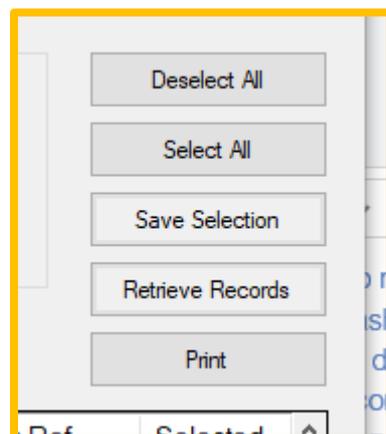
Claims must be under the status 'Not yet submitted' to be deleted.

Select the claim you would like to delete by putting a tick in the selected box and clicking the button 'Delete Selected Record' or by right clicking on the payment line and selecting the delete option.

The payment line will be deleted for the deferred payments module and the corresponding payment line will be deleted from the patient account.

The sale on the patient account will need to be paid for using another method, e.g. the patient will need to pay by card or cash etc. Or you may need to write off the outstanding balance to clear the patient's account.

Features of the deferred payments screen



Deselect All, will remove all ticks from the selected boxes of the payment lines displayed at the time.

Select All, will add ticks to the selected boxes of all the payment lines displayed at the time.

Save Selection, will save any ticks in the selected boxes of the payment lines on display. This will allow you to leave the deferred payments module halfway through selecting claims without losing your work.

Print, will print a list of the payment lines displayed at the time.

Payments highlighted in green have no claim linked to them. Print

Pay Type	Px ID	Patient Name	Corporate	Sale Date	Amount	Submitted	Date Paid	Claim Ref	Selected
NHS Fee	6251	Brown, Marc	N/A	04-08-2020	£21.31				<input type="checkbox"/>
NHS Fee	6246	Rutherford, Mary	N/A	29-07-2020	£21.31			1189	<input type="checkbox"/>
NHS Fee	6241	Buchanan, Molly	N/A	29-07-2020	£21.31				<input type="checkbox"/>

You can right click on any payment line to submit, delete, mark as paid, un-submit or mark as not paid.

This allows you to edit single payment line status without having to untick your current selection,

Payments highlighted in green have no claim linked to them.

Pay Type	Px ID	Patient Name	Corporate
NHS Fee	6156	Smith, Jane	N/A
NHS Fee	118	Berry, Lloyd	N/A
NHS Fee	4995	Jones, Joanna	N/A
NHS Fee	6167	Garvey, Jane	N/A
NHS Fee	1979	Gorey, Thomas	N/A
NHS Fee	6190	Smith, Simon	N/A
NHS Fee	4000	Blue, Gwion	N/A
NHS Fee	100	Thompson, Mathew	N/A
NHS Fee	1100	Cleall, Chloe	N/A

Payment lines can be one of 3 colours.

Green payment lines do not have an electronic claim linked to them.

White payments are linked to electronic claims. (England and Scotland)

Orange payments are linked to claims but missing an authorising signature. (England only)