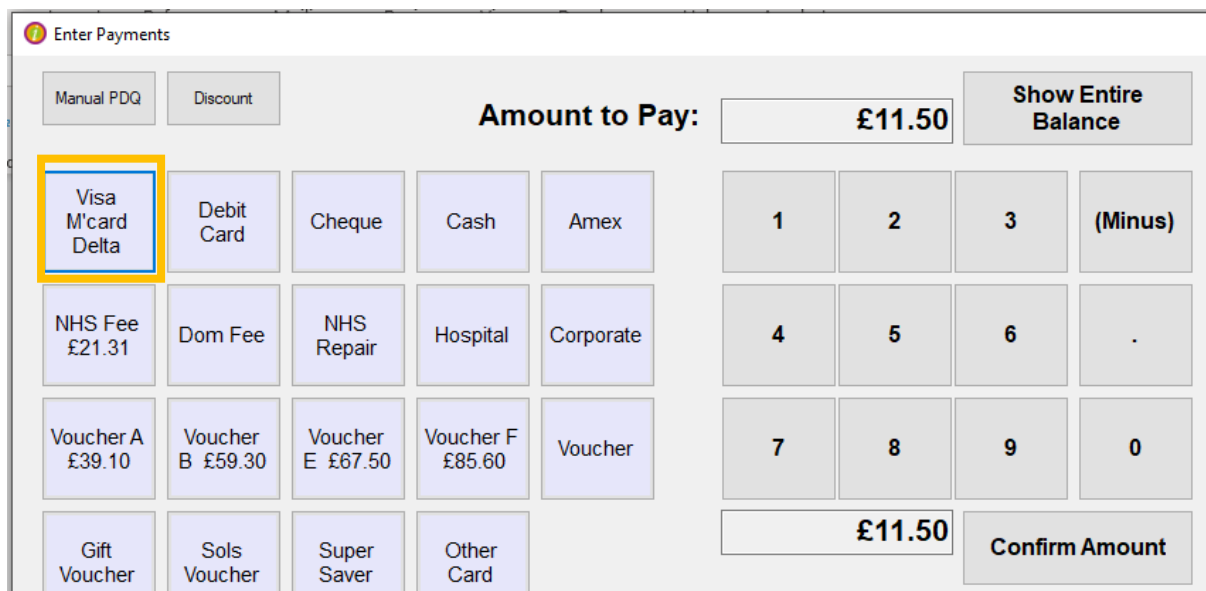


The 'Family Payments' feature allows you to create a running total of payments made for different patients and different sales transactions. E.g. if Mum wants to pay for her glasses, and then her children's glasses, the system will keep a running total of the amount she is going to pay.

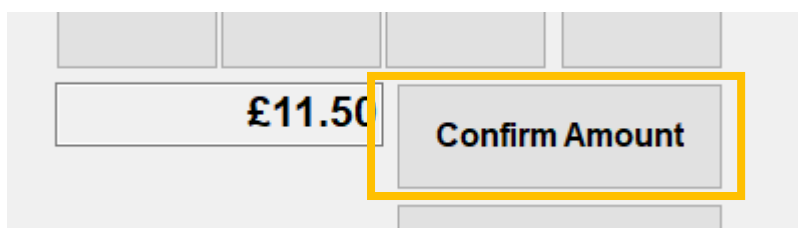
Please note: family payments will total outstanding balances from the patients you allocate in the payment screen, it is not specific to patients that appear together when the family filter button is selected.

When you are in the Enter payment screen on patient no.1, select the payment method the patient is using.



The screenshot shows the 'Enter Payments' interface. At the top left, there are buttons for 'Manual PDQ' and 'Discount'. The main area is a grid of payment methods: 'Visa M'card Delta' (highlighted), 'Debit Card', 'Cheque', 'Cash', 'Amex', 'NHS Fee £21.31', 'Dom Fee', 'NHS Repair', 'Hospital', 'Corporate', 'Voucher A £39.10', 'Voucher B £59.30', 'Voucher E £67.50', 'Voucher F £85.60', 'Voucher', 'Gift Voucher', 'Sols Voucher', 'Super Saver', and 'Other Card'. To the right is a numeric keypad with digits 1-9, 0, and a '(Minus)' button. Above the keypad, the 'Amount to Pay:' is displayed as '£11.50'. Below the keypad, the total '£11.50' is shown, and a 'Confirm Amount' button is visible. A 'Show Entire Balance' button is located at the top right.

Enter the amount that needs to be paid off that patient's record and then click Confirm Amount.



This close-up shows the bottom right corner of the payment screen. A text box contains the amount '£11.50'. To its right, the 'Confirm Amount' button is highlighted with a yellow box.

The Payment Type and Amount will appear in the bottom right hand box

Payment Type	Amount
Visa M'card Delta	£11.50

**Total entered:** £11.50

Confirm Total      Cancel

Instead of clicking confirm total, click 'Add to Family Payments'.

Add to Family Payments

This will open a new box with the payment line from the confirm total box.

Marc Brown	£11.50
------------	--------

**Total:** £11.50

Add to Family Payments      Finish Family Payments

Now Click Confirm Total.

Confirm Total

Go to patient record no.2 .

In the enter payment screen select the same payment method as Patient 1.

Enter Payments

Manual PDQ Discount **Amount to Pay:** £4.10 Show Entire Balance

Visa M'card Delta	Debit Card	Cheque	Cash	Amex	1	2	3	(Minus)
NHS Fee £21.31	Dom Fee	NHS Repair	Hospital	Corporate	4	5	6	.
Voucher A £39.10	Voucher B £59.30	Voucher E £67.50	Voucher F £85.60	Voucher	7	8	9	0
Gift Voucher	Sols Voucher	Super Saver	Other Card		£4.10			Confirm Amount

Enter the amount that needs to be paid off that patient's record and then click Confirm Amount.

£4.10 **Confirm Amount**  
Clear Amount

The Payment Type and Amount will appear in the bottom right hand box.

Payment Type	Amount
Visa M'card Delta	£4.10

**Total entered:** £4.10

Confirm Total Cancel

Click Add to Family Payments.

**Add to Family Payments**

This will allow the payment line from the confirm total box to be added to the family payments box.

Marc Brown	£11.50
Gillian Brown	£4.10
<b>Total:</b> £15.60	

**Add to Family Payments**   **Finish Family Payments**

If this is the last patient to add to the list, check the amount in the total box and once the patient has paid click Finish Family Payments.

*N.B. To remove a line from the family payments box, double click on the patient's name.*

Marc Brown	£11.50
Gillian Brown	£4.10
<b>Total:</b> £15.60	

**Add to Family Payments**   **Finish Family Payments**

Double click here to remove