

# Capturing billable items (within the Consultation page).

In this manual, the term **consultation** denotes both consultations and admissions, which are facilitated through a similar interface with minor variations. However, in certain contexts, the term **consultation** may specifically refer to inpatient scenarios, while **admission** is consistently used for outpatient situations.

The following instructions apply to billing a patient. This refers to the capturing of services and/or inventory items used for a patient. Such billing can be captured from the Patients page, or from within a consultation.

1. Go to the homepage and click a consultation from either the **pending** or **ongoing** tables, or open an admission from one of the **admission ward** tables.
2. Click the Billable Items toolbar button to open the Billable Items page.
3. If your system is set up to use a single practice number (AHFOZ number), the Payments page will open. However, if your system is configured to use multiple practice numbers (AHFOZ numbers), the Practice Number Selection page will appear instead.  
In this page, you will need to enter a valid practice number (AHFOZ number) and then click the Next toolbar button. If the practice number entered is valid, the Practice Number Selection page will close. If the number is not valid, the input field will reset, allowing you to try entering the practice number again. Once the correct practice number has been entered, the Payments page will open.
4. Search for a service/item using the Code/Descr input. With each keypress the dropdown filters to only display services/items whose code, description or tariff code matches the search phrase. Select a service/item from the dropdown by :
  - Clicking "Enter" keyboard button to select the top-most option on the dropdown.
  - Use the mouse to select any visible option from the dropdown.
5. Depending on your system settings, the sales price input can be editable.
6. **Add button** : Click to add another service/item to the cart. This button has an add icon.
7. **Retrieve button** : Opens a window showing a list of previously saved carts. Once retrieved, a saved cart/list can be modified then processed. Lists can also be retrieved from documents. For instructions on retrieving a cart from a document click [here](#). The retrieve button has a hamburger/list icon.

8. **Save button** : It is designed to temporarily store the current cart. Saving allows you to retrieve and modify your cart's contents at a later time before final processing. It's important to note that saving is distinct from processing. While saved billable items represent temporary states, processed transactions are permanently stored in the database.

The save button has a floppy disk icon.

9. **Process button** : To process/complete the transaction click the Process footer button (button with a receipt icon at the far right of the footer).

The process button has a receipt icon, and is found at the far right of the footer.

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