

1 Tally Sheet Pre-invoice

The Tally Sheet (TS) includes a detailed description of services and products provided, which represent a preliminary invoice.

All service providers (e.g. Counsellor, Nurse, Medical specialist, etc.) Save their data adding items to the pre-invoice, until the cashier or other designated official selects Save and Checkout, which produces a checkout document as shown below.

Completing Checkout

Client or patient checkout data include balance due from previous visits, as well as details on services and non-editable fields for Quantity, Price, Charge and General Sales Tax (GST). changes to these fields can only be done in the TS; otherwise, an adjustment amount can be entered for each item as required.

Type of Adjustment by item is mandatory, and can make reference to a specific Project, Insurer, Discount reason, etc., and can be simplified by entering a default value that is applied to all items.

Payment method and Reference (e.g. check or credit card number) complete checkout data.

Tally Sheet

Service Packages

SRH - HIV/AIDS

SRH - Obstetrics

SRH - Specialized Counselling

Non-SRH - Laboratory

Non-SRH - Other rental

Products:Condoms (Female)

Contraception

SRH - STI/RTI

SRH - Urology

Non-SRH - Endocrinology

Non-SRH - Pediatrics

Non-SRH - Administrative

SRH - Abortion

SRH - Gynecology

SRH - Infertility

Non-SRH - Family Health

Non-SRH - Other medical

Products

Search Results (0 items)

Search

MA

ICD9 Diagnosis

NAV

ADM

ICD10 Diagnosis for

Review

Search

Default Price Level: General

Providers: Default

Gynaecologist, EN

Type	Code	Description	Price Level	Price	Qty	Justify	Provider/Warehouse	Rx	Delete
MA	GYN-104	Bi-Manual Pelvic Exam	General	0	1	-- Default --			
MA	GYN-010	Gyn - General Counseling	General	0	1	Counselor, EN			
MA	GYN-001	Gyn - Gynecological Consultation	General	100	1	-- Default --			
MA	GYN-032	GYN - PAP Counseling, Importance	General	0	1	-- Default --			
MA	GYN-034	GYN - PAP Pre-Test Counseling	General	0	1	-- Default --			
MA	GYN-037	GYN - Pap Test (sampling)	General	50	1	Nurse			
MA	GYN-100	Manual Breast Exam	General	0	1	-- Default --			
Product 16	C	Condoms Female (FC1) / 1 unit	General	10	1				

Save

Save and Checkout

Refresh

Cancel

Patient Checkout for LINDA Addison (303303)

Previous Balance

0.00

Note: names do not refer to real clients.

Current Charges

Date	Description	Quantity	Price	Charge	GST Adjustment	Summit Project	Adj Type	Total
29/09/2017	Bi-manual pelvic exam	1	0.00	0.00	0.00	Summit Project		0.00
29/09/2017	Gyn - general counseling	1	0.00	0.00	0.00	Summit Project		0.00
29/09/2017	Gyn - gynecological consultation	1	100.00	100.00	0.00	Summit Project		100.00
29/09/2017	Gyn - pap counseling, importance	1	0.00	0.00	0.00	Summit Project		0.00
29/09/2017	Gyn - pap pre-test counseling	1	0.00	0.00	0.00	Summit Project		0.00
29/09/2017	Gyn - pap test (sampling)	1	50.00	50.00	0.00	Summit Project		50.00
29/09/2017	Manual breast exam	1	0.00	0.00	0.00	Summit Project		0.00
29/09/2017	C - Condoms Female (FC1) / 1 unit	1	10.00	10.00	1.25	CASH		11.25
Total Charges This Visit								161.25

Payments

Type	Payment Method	Reference	Payment Amount
New payment	Cash		161.25
Total Payments This Visit			161.25
Balance Due			0.00
Posting Date			2017-09-29
Tentative Invoice Ref No			000715

Checkout data elements include:

- Previous Balance: Amount due form services/products received in previous visits
- Date: DD/MM/YYYY associated with a specific visit
- Description: Name of service / product as recorded in the organization's (MA) list
- Quantity: Number of services or products provided as recorded in the Tally Sheet. Changes must be done in TS.
- Price/Price: Money amount as recorded in the Tally Sheet. Changes must be done in TS.
- Charge: Amount due (Quantity x Price) before taxes
- GST: General Sales Tax or other Tax type as defined during implementation or system maintenance
- Adjustment: Money amount to increase or decrease amount due by item according to Adjustment Type
- Adjustment Type: Donation, Discount, Project, Donor, Cash, Other as configured during implementation
- Payment method: Cash, Check, Credit Card, Debit Card, Other as configured during implementation
- Reference: Open alphanumeric field to enter Check number, Card number, etc.

Process Guideline	1.6.0	Completing Checkout - Closing the Visit Cycle		All users Admin Clinic	Page 2 of 2
OpenEMR version	4.1	Last update	Sept 26, 2017	Author(s): X Gonzalez	2
Steps	Description	Adding services and products to the Tally Sheet			

3 Printing Receipt / Invoice

Upon Saving Checkout data the Client Receipt for Invoice is displayed onscreen.

Note that in this example, the receipt number (000718) corresponds to the first Sales receipt below.

However, if a New Receipt Number is required, it can be generated.


Sales receipts show priced items only.

In addition, if a summarized receipt is required, selecting Hide Details produces an invoice with a single total.

Sales Receipt

Summary receipt (hiding details) and Sales receipts showing priced items only. Different receipt numbers can be generated as shown.

5 Voiding Last/All Checkout(s)



First Clinic I
Street 1
City 1, State 1
444-999-222

Client Receipt for Invoice 000718

LINDA Addison
Mermaid Rd

Beginning Account Balance	0.00
Total Visit Charges	161.25
Adjustments	0.00
Payments	161.25
Ending Account Balance	0.00

Charges for 29/09/2017	Date	Code	Description	Qty	Price	Charge	GST	Adj	Type	Total
29/09/2017	16	C - Condoms Female (FC1) / 1 unit		1	10.00	10.00	1.25		CASH	11.25
29/09/2017	GYN-104	Bi-Manual Pelvic Exam		1					Summit Project	0.00
29/09/2017	GYN-010	Gyn - General Counseling		1					Summit Project	0.00
29/09/2017	GYN-001	Gyn - Gynecological Consultation		1	100.00	100.00			Summit Project	100.00
29/09/2017	GYN-032	GYN - PAP Counseling, Importance		1					Summit Project	0.00
29/09/2017	GYN-034	GYN - PAP Pre-Test Counseling		1					Summit Project	0.00
29/09/2017	GYN-037	GYN - Pap Test (sampling)		1	50.00	50.00			Summit Project	50.00
29/09/2017	GYN-100	Manual Breast Exam		1					Summit Project	0.00
Sub-Total				8	160.00	160.00	1.25	0.00	Total Charges	161.25

Payments	Date	Checkout Receipt Ref	Payment Method	Ref No	Amount
29/09/2017		000718-1	Cash		161.25
Total Payments					Rs 161.25

40 YEARS HELPING VULNERABLE POPULATION

Printed on September 30, 2017

Print Generate New Receipt Number Void Last Checkout Void All Checkouts Hide Details

29/09/2017 19:53 Sales Receipt # 000718-1

Laboratory - Delmas Clinic
First Clinic I
Street 1, City 1
Phone: 444-999-222

Bill To: LINDA Addison
303503
Cashier: xgonzalez

Item Name	Ext Price
C - Condoms Female (FC1) / 1 u	10.00
Gyn consultation	100.00
GYN - Pap Test (sampling)	50.00
Subtotal	160.00
GST:	1.25
RECEIPT TOTAL:	161.25

Cash Payment: 161.25
Balance Due: 0.00

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29/09/2017 19:53 Sales Receipt # 000721-1


Laboratory - Delmas Clinic
First Clinic I
Street 1, City 1
Phone: 444-999-222

Bill To: LINDA Addison
303503
Cashier: xgonzalez

Item Name	Ext Price
C - Condoms Female (FC1) / 1 u	10.00
Gyn consultation	100.00
GYN - Pap Test (sampling)	50.00
Subtotal	160.00
GST:	1.25
RECEIPT TOTAL:	161.25

Cash Payment: 161.25
Balance Due: 0.00

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First Clinic I
Street 1
City 1, State 1
444-999-222

Client Receipt for Invoice 000721

LINDA Addison
Mermaid Rd

Beginning Account Balance	0.00
Total Visit Charges	161.25
Adjustments	0.00
Payments	161.25
Ending Account Balance	0.00

Payments	Date	Checkout Receipt Ref	Payment Method	Ref No	Amount
29/09/2017		000721-1	Cash		161.25
Total Payments					Rs 161.25

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Printed on September 30, 2017

Print Generate New Receipt Number Void Last Checkout Void All Checkouts Show Details

With due precaution and authorization, a Checkout or series of checkouts can be voided, and the corresponding financial Reversed. A Void Reason and explanatory notes are required to complete this process.

Void Dialog - Google Chrome

emr:ipdf.org/emr/41x/interface/patient_file/void_dialog.php

Void Reason: Service - Quantity Modified

Void Notes: Number of condoms provided is 4

Submit Cancel

Purpose To describe the process of completing the visit cycle at checkout

Process description	While the electronic Tally Sheet presents a preliminary invoice based on all services and products provided, where charges can be verified, the Checkout process presents a complete balance with references to Taxes, Adjustment amounts and type, payment method and balance due, if any. When checkout information is Saved, an invoice/receipt is issued and both the Tally Sheet and Visit are closed.
Pre-conditions	A pre-invoice in the Tally Sheet is verified; and adjustment amounts, type, and payment method are specified in the final invoice.
Observations	Organizations provide services with no associated price such as counselling, as well as services that may be sensitive such as contraception provided to adolescents. In the first case, OpenEMR can produce a receipt with priced items only; and, in the second, can issue a receipt with a global amount only and no details.