

MediPay

Request Payments Instructions

How to Request Payments to your medical or dental practitioner

Step 1: LOGIN

- Go to the medipay.com.au homepage and click on **LOGIN** (top navigation bar)
- You will now be directed to the **MediPay Customer Portal**
<https://secure.medipay.com.au>
- The LOG IN screen will be displayed
- Enter your **User Name** and **Password**



LOG IN

Welcome to Medipay Customer Portal

Username

Password

Step 2: Payment Plan Details

Once you have successfully logged in the summary page will be displayed.



Home Ms Samantha Smith ▾

Loan for Laser Eye Surgery - Lasik Eye Surgery

Loan No.	15250118	Current balance	\$0.00
Matures	7/09/2019	Term (months)	48
		Term remaining (months)	48

Accounts

Please click or tap the account below to view more information or rename it. You can also click and drag the accounts into the order you would like.

Number	Description	Balance
10000006	Easy Payment Plan	\$0.00
		\$0.00

Click on the account area as outlined above.

The account screen will now be displayed which allows you to view the detail on your account.



Home [Transfer Funds](#) [Request Payment](#) Ms Samantha Smith ▾

Click the name below to personalise your account

Easy Payment Plan

Account No.	10000006	Current balance	\$0.00
Minimum instalment (per month)	\$168.80	Next instalment due	08/10/2015

Transactions

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Date	Description	Debit	Credit	Balance
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Step 3: Requesting a Payment

To request a payment click on the “Request Payment” link.

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Enter the details as requested in the Payment Request Form.



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New payment request

Supplier Details

Supplier name

If there is more than one supplier, please submit one request per supplier.

BSB

XXX-XXX

Account number

Payment Details

Payment description

For example, "Dental Implants - Dental surgeon costs".

Amount

Payment date

 

Supporting document

For example, an invoice, estimate of fees or a receipt.

- Enter the Name of the medical supplier to receive the payment
- Enter the BSB number for the bank account of the supplier
- Enter the account number for the bank account of the supplier
- Type a description
- Enter the amount to pay the supplier
- Select the payment date from the Calendar (click the calendar icon to see a calendar) or enter a date directly
- Select any supporting documentation that is required. Click on the "Browse" button to display the drive / folders from which a selection can be made.
- Click on "**Request Payment**".

- Once the payment has been successfully requested, the summary of the payment will be displayed as below.

All Payment Requests are processed at the end of each week (prior to 2pm on the Friday) with the funds generally received by your medical or dental service provider the following Tuesday.

For example if you submit a Payment Request on a Wednesday funds will generally be received by your practitioner on the following Tuesday.

Please plan ahead.

In the event the funds are required to be paid urgently please email customercare@medipay.com.au or call 1 800 810 950 We can usually accommodate urgent payments with funds generally received by your medical or dental service provider within 24 to 48 hours.



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Payment Requested

Your payment request has been sent for processing with the following details:

Supplier Details

Supplier name

Bubbings

BSB

000-123

Account number

123456789

Payment Details

Payment description

Hardware

Amount

\$10,000.00

Payment date

11/09/2015

Supporting document

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