MediPay

Guide to making payments to your medical, dental, or veterinary practitioner

14 October 2022

Step 1: Log in

- 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://dr-medipay-cp.interfisystems.com/security/login**
- The LOGIN screen will be displayed
- Enter your **User Name** and **Password**

Step 2: Your payment plan details

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

Click on the account area as outlined above i.e. either the + or the drop down ᵛ (see highlighted).

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

Step 3: Requesting the payment to the practitioner

To request a payment, click on the "**Request Payment**" link (see highlighted icon below).

Enter the details requested:

- 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
- Click on 'Submit".

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

Note : Email any supporting documentation i.e. the invoices to customercare@medipay.com.au.
All Payment Requests are processed same day if received before 12pm.