

Invoicing

Invoicing is available from the menu: Accounting → Invoicing.

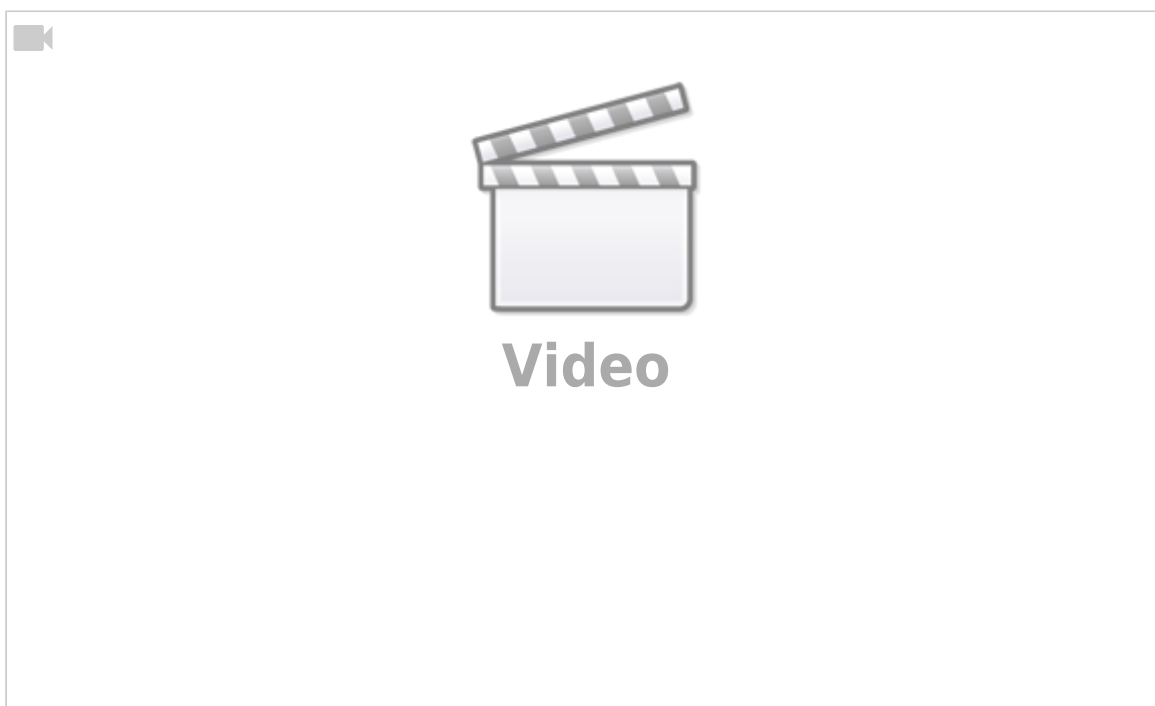
Encounter invoice

When you enter an Encounter, you can invoice your patient simply by clicking the “Invoicing” button. See the page [Edit Encounter](#).

This is the simplest and fastest way to issue an Invoice for your patient.

This is because MediSign knows the Customer and the provided Service, so it composes an almost ready invoice. Of course, you can make changes if you want (in services, prices, etc.) Of course, you can make changes if you want (in services, prices, etc.).

Watch the video



Invoice from scratch

When you want to invoice a customer who is **not your patient** (eg Insurance company, Hospital, etc.), you have to create an Invoice from scratch.

From the menu, select Accounting → Invoicing.

Then, follow the steps below.

Invoicing step by step

1. Select the Invoice type - more on the [Invoice series](#) page
2. Select the invoice date
3. Select the Customer (or enter a new customer if one does not already exist)
4. Choose a payment method
5. Select the service (one or more) to be billed
6. Issue the Invoice

medisign

Patients

Secretariat

Accounting

Settings

Support

Invoicing

Invoice

Date

8/14/2021 06:07:33

[Clear](#) [Now](#)

America/New_York (UTC/GMT -04:00)

Customer

At least 2 characters without spaces...

[New customer](#)

Michael D. Olive - MD, PhD
1525 Angus Road
New York, NY 10004
Phone: 212-480-8250
E-mail: MichaelDOlive@example.com

INVOICE

Number:		Customer:	
Date:	8/14/2021	Address:	
Location:	New York	Profession:	
<input checked="" type="radio"/> Paid <input type="radio"/> On credit			
Payment method			
Please, select			

[Services management](#)

QTY	Description	Unit \$	Subtotal
1			
			Total \$

Invoice remarks

Issue invoice

Cancel

[Need help?](#)

[Terms](#) [Privacy](#) [Contact](#)

© 1997- 2021 MediSign Ltd

Valid dates

Classic invoices

The date of issue may not be less than the first day of the current year.

Especially for the month of January, invoices can be issued with a date of December of the previous year.

Each invoice issued is automatically numbered and must be at least one second later.

Invoices **ALREADY ISSUED**

The date of issue may not be less than the first day TWO years before the first day of the current year.

The numbering is set by you and invoices can be entered in any chronological order.

From:
<https://docs.medisign.com/> - **docs.medisign.com**

Permanent link:
<https://docs.medisign.com/manual/invoicing>

Last update: **2021/12/29 13:30**

