

Provider**Hub**

ProviderHub training guide

Remittance advice





Provider**Hub**

Remittance advice guide

Use this feature when you want to get up to date information about remittances. Using this will display single or multiple remittances with payment details. You will also be able to download a copy of the remittance advice as a CSV file.

In this guide, you will find the key steps to search for remittance advices issued by ACC. There are two ways to search for remittances:

- single remittance: view details of individual remittance advice
- multiple remittance: view a list of multiple remittances.

Users will be able to access remittance advice if your organisation's ProviderHub administrator has approved this financial task as being required for your role.

Navigating the home page

Welcome to ProviderH	ub		
Currently working for Auto Vendor 1			From the ProviderHub
Health treatment	Finance	View forms (last 14 days)	
Claim lodgement ACC	45 Invoice for services ACC40	分 Sent forms	neading Finance , click
		Draft forms	Find remittance advice.
Treatment extension ACC	32 Q Find invoice	Insent forms	
Engagement form	Q Find remittance advice		
Q Find claim by number	Administrator tasks		
Q Find claim by client	A Manage organisation		

Single remittance search

To view the details of a single remittance, click the **Single remittance** tab. **Note:** you will need the payment reference number.





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Your ACC vendor ID will be automatically populated.

Enter the payment reference number.

Click Search.

Single remittance summary

Search for a remittance from ACC.						
Search results						Now search
Based on your search by vendor ID PADS8 and payment refere	nce 90290760					
Download CSV						
Data selection						
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Details	(Browniar pop-up	s must be enabled to download.)				
Date downloaded: 10/01/2024						
Remittance details						
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Payment summary						
Records per page: 20 •					Page: 1 of 1	
Invoice number	Invoice date	Amount poid (incl. 65	n	Withholding tax deductions		Comments
101277595	30.403/2021	\$3428.04		\$0.0		
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The search results will display two sets of information.

Payment summary: this is an overview of basic information such as invoice number, invoice date, and amount paid.

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Search results					Naw search
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Payment details					

To download information:

1. select the data you wish to download under data selection 2. click the **download** button.

Remittance advice



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Payment	details									
Records	per page: 20	*						Page: 1	of 14	
Invoice number	Invoice date	ACC45 ref	ACC claim no.	Client name	Service date	Service code	Provider ID Facility	Amount paid (incl. GST)	Withholding tax	Comments
	14/11/2018				1/12/2018	CON		\$86.28	\$0.0	
	14/11/2018				1/12/2018	CON		\$110.06	\$0.0	
	14/11/2018				1/12/2018	SB1		\$98.19	\$0.0	
	14/11/2018				1/12/2018	SB2		\$216.89	\$0.0	
	14/11/2018				1/12/2018	SB3		\$67.18	\$0.0	
	14/11/2018				1/12/2018	SB4		\$103.3	\$D.0	
	14/11/2018				1/12/2018	SBS		\$309.88	\$0.0	
	14/11/2018				1/12/2018	\$B6		\$123.95	\$0.0	
	14/11/2018				1/12/2018	SB7		\$103.3	\$0.0	
	14/11/2018				1/12/2018	SD1		\$206.57	\$0.0	

Payment details: here you can view more details relating to each invoice, including the claim number, service date, and client name.

Single remittance					
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101271290/REV	29/03/2021	5-813	90.0	Pmt ra under	versed. UCC contract max period is 8 weeks. Pls bill Regulations
		∠ First ∠ Provious Page1 of 1. No			

To check another remittance, click on **New** search and enter a new payment reference number.

Tip: You can adjust the number of records that show on each page by clicking the drop-down arrow next to **Records per page**.





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Multiple remittance search

ProviderHub				▲ ⊖
Find remitta	ance advice			
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Your vendor VENMAN-003 - 1	PAJ158			
Single remationce	Multiple remittances			
Search for remittances from ACC.				
Search ACC Vendor ID				
* Payment date from 29/05/2024		 * Powment date to 5/06/2024		8
Payment date from must be within the last 60 months				
				Search
He Koupers, He Manashi, He Wildowe, procession costs accovery			 Contact	About ProviderHub

To view the details of multiple remittances, click the Multiple remittances tab. The multiple invoice search feature presents a list of invoices based on a date range.

Your ACC vendor ID will be automatically populated. Enter the payment date ranges. Click search.

Multiple remittances summary

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Find re	emittance advice				
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Multiple remittances					
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A list of all remittances within the selected payment date range will be generated.

To display more details for a particular payment, click on the View button under Actions.

Tip: You can adjust the number of records that show on each page by clicking the drop-down arrow next to Records per page.





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Multiple remittances					
Search for remittances from ACC.					
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Search results					
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Invoice number	Invoice date	Amount paid (Incl. GST)	Withholding tax deductions	Comments	
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70183720	22/05/2020	\$506.28	50.0		
70983738					
70983738		∠ Finit ∠ Previous Page1of1. N			
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All invoices attached to your selected remittance will be displayed.

