

Posting Charges

Bring up patient's account and click on Charge button.

Practice Made Perfect - Hst

File Reports Billing Patients Appointments Inventory Communications Tables Tools

PatientActivity

Account: Patient: **Mary Test**

Cover Page Patient Info Responsible Party Insurance Plans Account Ledger

Patient Info		Responsible Party	
First Name:	Mary	First Name:	Mary
Last Name:	Test	Last Name:	Test
Address:	123 Main Street	Home Phone:	258-3698
cont'd:		Work Phone:	
City:	Lancaster	Relation:	Self
State:	NY	Zip Code:	14086
Home Phone:	716 258-3698	Billing Status:	Regular
Work Phone:	716 -	Pat Balance:	0.00
		Ins Balance:	0.00

Age: **51** Sex: **F**

Date of Birth: **04/30/65**

Last Visit: **12/07/16**

Next Visit:

Provider: **1**

Chart #:

Category: **Regular**

Plan	Insured Party	ID
Blue Cross And Bl	Mary Test	
Blue Cross And Bl	Mary Test	

Patient Notes

Charge Payments Walk-Out Apptmnt Exit

Click on **New Claim** Button

Date	Claim #	Prv	Ins	Billed	Ins Bal	Pat Bal	Balance
12/07/16	500001	1			0.00	0.00	0.00

New Claim Closed Claims Cancel

Insured Party ID: **Mary Test** Patient Notes

Click on **Save**. (No Diagnoses need to be entered for retail transactions.)

Claim Diagnoses

(No diagnoses on file)

Add ICD-10 Add ICD-9

Delete Dx Cancel **Save**

Last Name: Test Date of Birth: 04/08/65 Last Visit: 12/07/16 Last Name: Test

In **Claim Information** box, check to make sure insurance is correct if applicable. Diagnosis codes will be necessary if billing insurance. Provider names will pre-fill. **Save**.

The screenshot shows a 'Claim Information' dialog box with the following fields:

- Diagnosis:** Three empty text boxes labeled a), b), and c). Below them is an 'Edit' button.
- Insurance:** Three dropdown menus labeled Primary, Secondary, and Tertiary. The Primary dropdown is set to 'Blue Cross And Blue Shield', Secondary to 'None', and Tertiary to 'None'.
- Providers:** Two dropdown menus labeled 'Rendering Prv:' and 'Supervising Prv:', both set to 'Polly Thoman, IBCLC'.
- At the bottom, the 'Save' button is circled in red, next to a 'Cancel' button.

In **Transaction Entry** box, enter the numerical code for the service or product if you know it. You can search by typing a ? mark in code field or search alphabetically by typing in the first couple of letters. You may search by item name or vendor name. Hit enter.

The screenshot shows a 'Transaction Entry' dialog box with the following fields:

- Date:** 12/27/16
- Provider:** Polly Thoman, IBCLC
- Buttons:** 'Claim Info' and 'Assigned' (checkbox).
- Table:** A table with columns: Code, Mod, Description, Units, Amount. The 'Code' field contains 'BR' and is circled in red. The 'Units' field contains '1' and the 'Amount' field contains '0.00'.
- Buttons:** 'Save' and 'Cancel' at the bottom.
- Diagnosis:** A large empty text area on the right side.

IMPORTANT - Must match product and manufacturer.

Double click on correct item from list.

Code or Description:

Alpha Search Full Text Search

Search from: Active Table Master List

Bra Anita	BRA1
Bra Bravado	BRA2
Bra Cake Lingerie	BRA3
Bra Coobie	BRA4
Bra Melinda G	BRA5
Bra Simple Wishes	BRA6
Bracelet Lemon Vines	BRAC1
Bracelet The Amber Monkey	BRAC2
Breastfeeding 101	S9443

Tab over to **Amount** field and manually enter dollar amount from tag. Save.

First Name: Age: 51 Sex: F Date of Birth: 04/30/65 First Name:

Date: Provider: Assigned

Code:	Mod:	Description:	Units:	Amount:
BRA1		Bra Anita	1	60.00

Correct sales tax for your area and type of item will automatically be added as another line item. Add another charge with **Add** button or hit **Exit**.

PatientActivity |

Claim Data

Account #: **10002** **Mary Test** Claim #: **500012**
Pat Bal: **65.25** Pat Bal: **65.25**
Ins Bal: **0.00** Ins Bal: **0.00**

Transactions | Billing Info | Other Info | Remittance | Billing Notes

Date	Prv	Proc	Mod	Description	Diag	Units	Amount	Ins
12/27/16	1	BRA1		Bra Anita		1.00	60.00	
12/27/16	1	TAX		NYS Sales Tax 8.75%		1.00	5.25	

Adjustments

Charge Entry Complete.