

Posting Patient Payments

From Patient Activity screen, click on **<Payment>**.

From **Patient Payment** window, enter **Method** of payment and **Amount**. Click or tab to the individual claim information in the lower portion. This will automatically post the amount paid.

In this example, patient has a zero balance and is pre-paying \$15.00 for a visit. Any amount entered over the balance will show up as a pre-payment. Save.

Patient Payments

Account #: 24242 Patient: David Blackwell

Previous Balance: 0.00 Pre-Payment

Today's Charges: 0.00

Patient Balance Due: 0.00

Date:	Method:	Check #:	Amount:
07/19/17	Visa		15.00

Date	Claim #	Patient	Balance	Pay Amount
07/19/17	Pre-Pay	David		15.00

If patient has a balance on multiple claims, enter the **Method** and **Amount** total in the top portion as above.

Patient Payments [X]

Account #: **11963** Patient: **Cory Test**

Previous Balance: **300.00** Pre-Payment

Today's Charges: **200.00**

Patient Balance Due: **500.00**

Date:	Method:	Check #:	Amount:
07/19/17	Check	123	175.00

Date	Claim #	Patient	Balance	Pay Amount
07/19/17	Pre-Pay	Cory		0.00
06/05/17	119520	Cory	150.00	25.00
04/01/17	119522	Cory	150.00	150.00
07/19/17	119524	Cory	200.00	0.00

Click in or tab to the individual claim lower portion. The payment will automatically be applied to the oldest claim first. In the above example, the patient's payment of \$175 was applied to fully pay the 4/1 date of service and the remainder went to the 6/5 date of service. Nothing was applied to the current charges.

Entering a payment for the exact amount owed, will automatically split the payments between each outstanding claim.

*You may override any **Pay Amount** by simply clicking in that field. If you wanted to apply \$150 of the \$175 payment to the current charges of \$200, you could click in Pay Amount field for 7/19/17, type in 200.00. Hit **Tab**. The other lines will automatically be adjusted.

Patient Payments

Account #: **11963** Patient: **Cory Test**

Previous Balance: **300.00** Pre-Payment

Today's Charges: **200.00**

Patient Balance Due: **500.00**

Date	Method	Check #	Amount
07/19/17	Check	123	175.00

Date	Claim #	Patient	Balance	Pay Amount
07/19/17	Pre-Pay	Cory		0.00
06/05/17	119520	Cory	150.00	25.00
04/01/17	119522	Cory	150.00	150.00
07/19/17	119524	Cory	200.00	0.00

Courtesy Discount

Save Cancel

Patient Payments

Account #: **11963** Patient: **Cory Test**

Previous Balance: **300.00** Pre-Payment

Today's Charges: **200.00**

Patient Balance Due: **500.00**

Date	Method	Check #	Amount
07/19/17	Check	123	175.00

Date	Claim #	Patient	Balance	Pay Amount
07/19/17	Pre-Pay	Cory		0.00
06/05/17	119520	Cory	150.00	0.00
04/01/17	119522	Cory	150.00	0.00
07/19/17	119524	Cory	200.00	175.00

Courtesy Discount

Save Cancel