

Handling Co-Pay's

Co-Pay is the amount an insured patient is expected to pay for a medical and / or material expense at the time of their visit.

When you create a patient invoice you need to adjust the amount the patient owes to include any co-pay required of their insurance plan. Depending on the patient's insurance plan, co-pays may be for the medical or material. No matter what the co-pay is for, you will handle it the same way... on the patient's invoice.

Entering the Patient's Co-Pay

When the patient's invoice is created and the services and / or products are billed to patient's insurance plan, the total cost of the service and / or product is displayed in the Insurance Amount column.

02/25/2010 Inv 0000105 \$ 0.00 | New Invoice

	Pt	Trans Num	From Date	N T	BCD	Ins Cod	Proc Code	Procedure Description	Diag Code	Amount	Un its	Insurance Amount	Patient Amount	T X	BS 1	BS 2	BS 3	PA T
	1	318	2/25/2010		FSA	EYE	92014	Comprehensive	367.1	\$ 93.00	1	\$ 93.00	\$ 0.00		U			W
*																		

02/25/2010 Inv 0000105 \$ 10.00 | New Invoice

	Pt	Trans Num	From Date	N T	BCD	Ins Cod	Proc Code	Procedure Description	Diag Code	Amount	Un its	Insurance Amount	Patient Amount	T X	BS 1	BS 2	BS 3	PA T
	1	318	2/25/2010		FSA	EYE	92014	Comprehensive	367.1	\$ 93.00	1	\$ 83.00	\$ 10.00		U			W
*																		

Note that the total cost of the service and/or product in the Amount column is now split between the Insurance and Patient Amount columns, with the co-pay showing in the Patient Amount column.

Remember that the cost shown in the Amount column is what is being billed to the patient's insurance plan. Since the patient's insurance plan has a \$10.00 co-pay, we accept payment for the co-pay, bill the insurance plan \$93.00 expecting to be paid \$83.00 from the patient's insurance plan.

Please refer to the **"Adjustments and Discounts"** job aid for additional information.