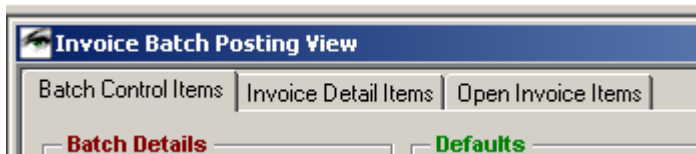


BACK OFFICE – PAYMENT POSTING

In this Job Aid, you will find a general description of the Payment Posting software interface, as well as procedures starting on page 4.

GENERAL DESCRIPTION

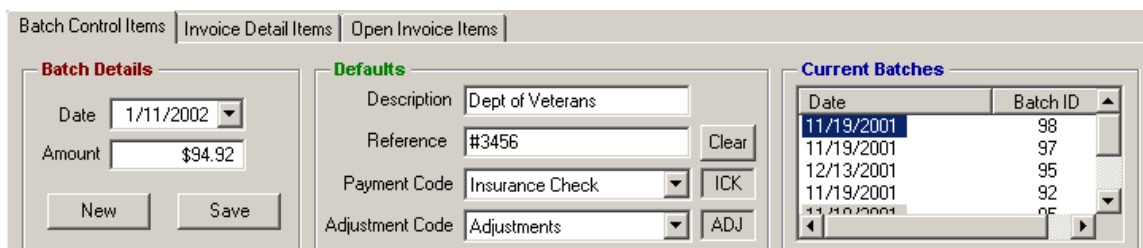


Batch Control Items: Where you collect all the patients that are listed on the check

Invoice Detail Items: Displays all open invoices for the patients listed in Batch Control
Click on current invoice you wish to post to

Open Invoice Items: Displays the details of the invoice to be posted. Enter payment for the invoice and apply to the invoice.

Batch Control Items – 1st tab



Batch Details: **Date** is the date of the cheque you are entering.
Amount is the total amount of the cheque.

NEW clears all patients from a previous batch and starts a new batch.
SAVE saves the Batch Details and defaults to a new batch.

Defaults: **Description** is who sent the check
Reference is the Check Number
Payment code - Insurance Check - Billing Code **ICK**
Adjustment Code – Adjustments – Billing Code **ADJ**

CLEAR will clear all defaults

Current Batches: Is a record of all Batch Files by Batch ID number and Batch Date.

To refer back to a previous batch click on the date and the details will arrive on the screen.

Invoice Detail Items – 2nd tab

Choose Invoices To Post												
Inc	First Name	Last Name	Invoice Number	Invoice Date	Insurance Balance	Patient Balance	BS 1	BS 2	BS 3	PA T	Sta	Batch Number
<input type="checkbox"/>	Nigel	Bruce	0002439	02/19/2008	\$ 0.00	\$ 0.00				P	<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	Nigel	Bruce	0002700	05/31/2008	\$ 47.00	\$ 0.00	B			P	<input type="checkbox"/>	372
<input type="checkbox"/>	Nigel	Bruce	0002773	06/09/2008	\$ 0.00	\$ 0.00	P			P	<input type="checkbox"/>	527
<input type="checkbox"/>	Nigel	Bruce	0002860	06/19/2008	\$ 0.00	\$ 179.00	P	W	W	W	<input type="checkbox"/>	0

Click on this tab to see a list of all open invoices for a particular patient. Select an invoice, and view it by clicking on the Open Invoice Items tab.

Open Invoice Items – 3rd tab

Payment Application Details												
Line Item	Amount Approved	BCD	Amount Paid	PS 1	PS 2	PS 3	Pt	ACD	Deductible	Copay	Ins	Adjustment
1				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	

Line Item:

- Display only.
- A line item sequential counter to sync to the open invoice charge detail with the allocation line item process.

Amount Approved:

- The allowed or approved amount reported by the insurance company.

BCD:

- Billing code represents the type of payment to allocate against the charge.
- Insurance Check has a billing code of ICK.
- The billing code is defaulted from the Batch Control Items / Defaults.

Amount Paid:

- The payment amount applied against per charge line item.

PS1:

- Check this box if the payment is from the Primary Insurance

PS2:

- Check this box if the payment is from the Secondary Insurance

PS3:

- Check this box if the payment is from the Tertiary Insurance

Pt:

- Check this box if the outstanding amount should go to the patient.

ACD:

- Adjustment Code (BCD) against the charge line item.
- The adjustment code is validated against the billing code record set.

Deductible:

- The dollar amount of the patient's deductible as indicated on the explanation benefits (EOB).
- Deductible amount is transferred from insurance balance to patient balance.

Co Pay:

- The dollar amount of the patient's co pay as indicated on the explanation of benefits.
- Co-pay amount is transferred from insurance balance to patient balance.

Ins:

- Put an X in this field, only if you wish the insurance amount to pay with the insurance.

Adjustment:

- The system auto-calculates the difference between the amount paid and the original charge billed amount.
- Allows the user override capabilities.

PAYMENT POSTING PROCEDURES:

Batch Control Items:

1. Enter details of Third Party Check.
 - Date
 - Total amount of the check
 - Description of check
 - Reference number of the check
 - Insurance Check ICK
 - Adjustments ADJ
 - **SAVE**

2. Enter patients listed on the check with the Patient Search Details.
 - BCD
 - i. Select Third Party Insurance Company from dropdown list.
 - ii. Click on Browse Button at the end of Last Name
 - iii. A list of patients with open invoices for this insurance will show in the Patient Browse List on the left of your screen.
 - iv. Click on a patient to highlight and hit enter or
 - v. Click on 1st patient and continue to select remainder of patients by holding down the Ctrl key.
 - vi. Hit enter upon completion of you selection.
 - vii. The patients will now be listed in the Payment Posting grid
 - Last Name
 - Chart Number
 - i. Enter chart number of the patient and hit the browse button.
 - ii. Select patient from the Patient Browse List

3. Enter the **Payment Amount** for each patient listed in the grid.

4. Click on **SAVE** at the bottom of the screen.

5. The total amount listed on the bottom of the screen has to equal the amount of the check listed in Batch Details to allow you to move forward to the next screen.

Invoice Details Items:

1. Choose Invoice to Post:
 - All open invoices for each of the patients listed in Batch Control will be listed on this screen.

- There may be more than one outstanding invoice for a patient.
- Select the invoice you wish to attach the payment to.
- Click on **Open Invoice Items** tab to post the payment.

Open Invoice Items:

A. Payment equals Amount Billed

Selected Invoice Details

Line Item	From Date	Proc Code	Procedure	Insured Amount	Patient Amount	INS	Allowed Amount	Payment Amount	Adjust Amount	Insurance Balance	Patient Balance	BS 1	BS 2	BS 3	PT
1	1/16/2002	99201	OV-NP PRO	\$ 45.00	\$ 0.00	MED	\$ 0.00	\$ 0.00	\$ 0.00	\$ 45.00	\$ 0.00	U			W

Record 1

Payment Application Details

Line Item	Amount Approved	BCD	Amount Paid	Pt	ACD	Adjustment	Deductible	Copay
1		ICK	\$45.00	<input type="checkbox"/>	ADJ			
2				<input type="checkbox"/>				
3				<input type="checkbox"/>				
4				<input type="checkbox"/>				
5				<input type="checkbox"/>				
6				<input type="checkbox"/>				

Record 2

Payment Application

Available

Amount

Unapplied

Apply Clear

Batch Invoices

1. Double click on the **Line item** in the **Selected Invoice Details** grid to enter the line onto the **Payment Application Details** grid.
2. Proceed to repeat in this manner until all lines are entered in the **Payment Application Details** grid.
3. If the payment is equal to the amount charged click on **APPLY** and **SAVE**.
3. Go back to the **Invoice Detail Items** tab to select another invoice for payment.

B. Payment less than Amount Billed.

Payment Application Details									
	Line Item	Amount Approved	BCD	Amount Paid	Pt	ACD	Adjustment	Deductible	Copay
1	1		ICK	\$40.00	<input type="checkbox"/>		(\$5.00)		
2					<input type="checkbox"/>				
3					<input type="checkbox"/>				
4					<input type="checkbox"/>				
5					<input type="checkbox"/>				
6					<input type="checkbox"/>				

Payment Application	
Available	\$45.00
Amount	\$45.00
Unapplied	\$5.00
<input type="button" value="Apply"/> <input type="button" value="Clear"/>	

Record 2

1. Double click on the **Line item** in **Selected Invoice Details** grid to enter the line onto the **Payment Application Details** grid.
2. Proceed to repeat in this manner until all lines are entered in the **Payment Application Details** grid.
3. Enter the correct amount paid in the **Amount Paid** field if the payment is not equal to the amount charged
4. Note in the **Payment Application** area an amount is now in the **Unapplied** field.
5. If an Adjustment is to be written off, enter the amount in the **Adjustment** field.
6. Click on **APPLY** and **SAVE**.
7. Go back to the **Invoice Detail Items** tab to select another invoice for payment.