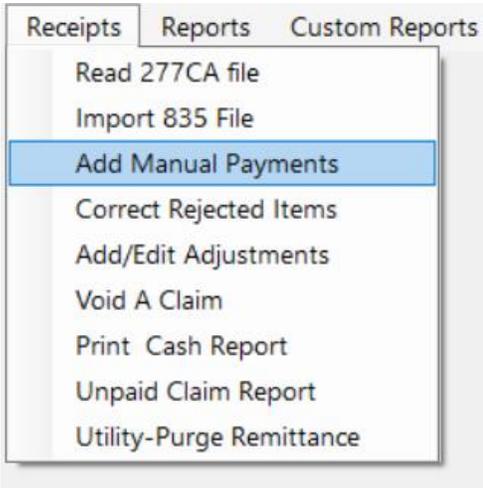


ADD MANUAL PAYMENTS

***Posting partial or full payments manually**

***Closing claims so they no longer appear on aging reports**

Go to the Receipts tab and select Add Manual Payments.



First, you will select your contract from the dropdown box:

A screenshot of a web application window titled 'Manual Receipt Lookup'. The window has a standard title bar with minimize, maximize, and close buttons. At the top right, there is a 'Cancel' button. Below the title bar, there is a 'Contract' label followed by a dropdown menu with a blue highlight. The main area of the window is a large, empty grey rectangle. Below this rectangle, there are several input fields and buttons. The fields are: 'Name Key' (text input), 'Name' (text input), 'From Date' (text input), 'To Date' (text input), '\$ Billed' (text input), '\$ Net Billed' (text input), 'Remit Date' (text input), '\$ Paid' (text input), 'ICN #' (text input), and 'E Code' (text input). There are also two buttons: 'Print Rejection Report' and 'Print Remit Report'. At the bottom of the window, there are two buttons: 'Add Payment' and 'Close Claim'. A small note next to the 'E Code' field says 'This field will zero fill after you enter the error codes with numbers.'

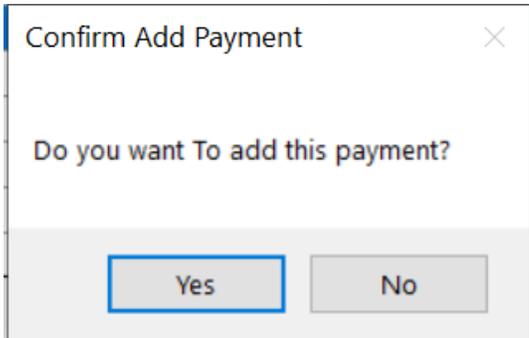
A list will appear with all open claims.

Highlight the person you would like to add the payment to. The \$Paid field will auto-fill with the total amount that was billed.

You can change this amount if your payment is different from the billed amount.

Fill out your Remit Date, ICN# (if you have one) and E Code. (put one ZERO in this field and hit enter—zeros will auto-fill)

Click the Add Payment button at the bottom of the screen.



Click Yes to confirm the payment.

The claim will now show up as paid in the history file.

If a claim is partially paid, the remaining balance will still show on the lookup screen:



NameKey	Name	MedNum	FromDate	ToDate	ProcCode	Mod	DollarsBilled	DollarsPaid	PaidDate	BalanceDue
587	GOMES, DENNIS	1000	6/1/2023	6/7/2023	S5140	TG	636.58	630.58	7/15/2023	6.00

If you choose to Close a claim, it will no longer appear on your aging reports:



Options to run a Rejection Report based on RA dates (shows unpaid claims) or a Remit Report (separates payments by RA date) are at the bottom of the screen:

Name Key	<input type="text"/>	Name	<input type="text"/>						
From Date	<input type="text"/>	To Date	<input type="text"/>	\$ Billed	<input type="text"/>	\$ Net Billed	<input type="text"/>	\$ Paid to Date	<input type="text" value="\$0.00"/>
Remit Date	<input type="text"/>	\$ Paid	<input type="text"/>						
ICN #	<input type="text"/>	E Code	<input type="text"/>			If Error Code, \$ Paid is 0			
<input type="button" value="Add Payment"/>				<input type="button" value="Close Claim"/>		<input type="button" value="Rejection Report"/>		<input type="button" value="Remit Report"/>	
								<input type="button" value="Cancel"/>	