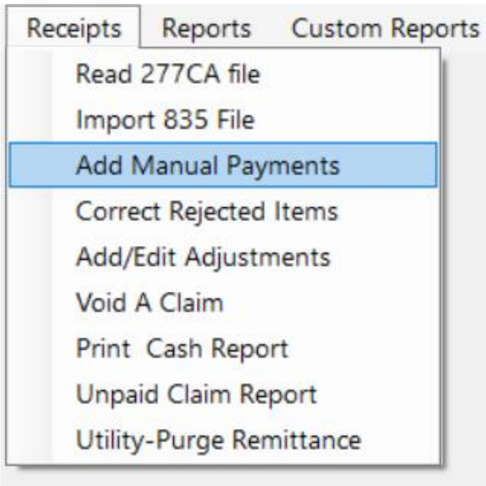
ADD MANUAL PAYMENTS

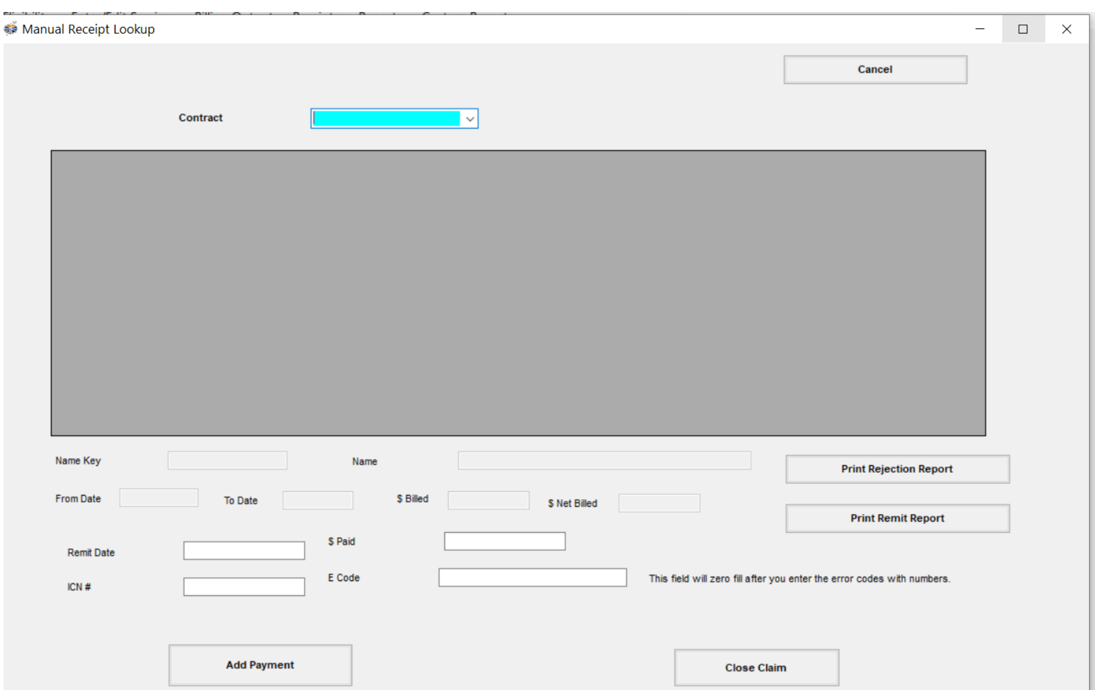
***Posting partial or full payments manually**

***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:



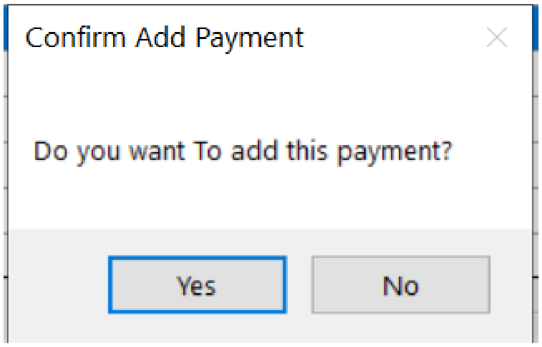
A list will appear with all open claims.

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)

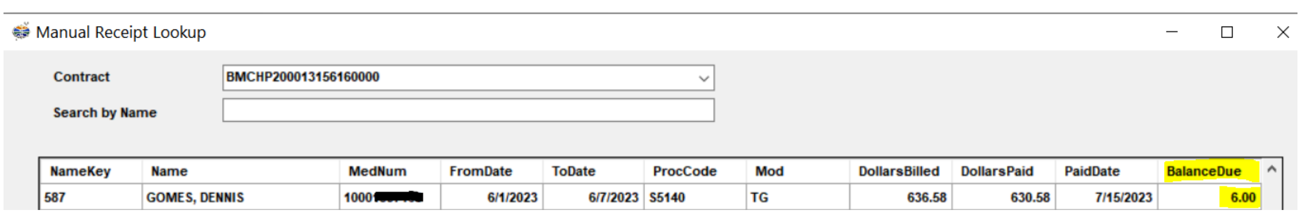
Click the Add Payment button at the bottom of the screen.



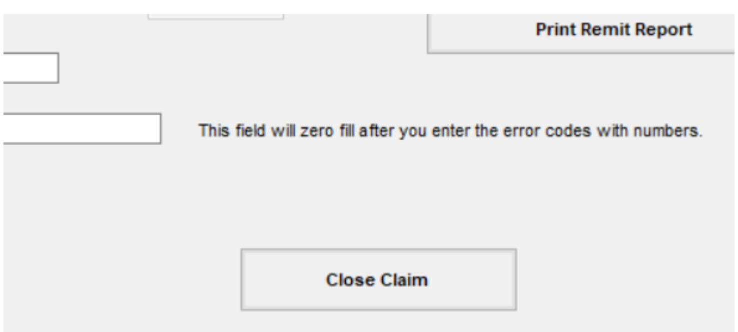
Click Yes to confirm the payment.

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:



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: