

CATEGORY: PAYMENT POSTING ~ TASK: INTEREST_PENALTY

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Create a patient, encounter, procedure, and diagnosis to post against

We are an encounter based accounting system, therefore you must have a charge to post payment against. If the interest or penalty is for a specific encounter you may skip this step.

Create a 'slush' or miscellaneous account to post to:

Register a patient, such as interest payment, misc * you may need to change mandatory fields by using the keys at the bottom of the page as you only need a bare minimum of info

1. Create a patient
2. Create an insurance profile for the Insurance that you need to post for
 - o in our example we created two profiles for frequent use
3. Add a new encounter charge to the newly created "misc" patient

Status	Encounters	Created	Primary	Secondary	Tertiary	Active
Active	0	01/08/2020	MEDICARE [109] Policy: INTEREST Group:			R
Active	0	01/08/2020	AETNA [110] (888) 632-3862 Policy: INTEREST Group:			R

- Choose which Insurance
- Use diagnosis 'misc'
- Use CPT Interest or MISC

Save zero fee charge, you will get a validation warning; Choose save and continue

- 'next action' proceed to encounter

Note the newly created encounter number for payment posting

- [Save]

You may now post your interest payment to the newly created encounter and use this same encounter for future interest/penalty payment from this insurance.

Line	Billable	DOS From	Facility	POS	Submit	CPT	M1	M2	M3	M4	Dx Link	Fee	Unit	Total	Payment	Del
1	✓	01/08/2020	5	11	INTEREST	INTEREST					1	0.00	1.00	0.00	Copy	Del

Please note you may also choose to create a custom transaction code to adjust the interest/ penalty off the current A/R, depending on your accounting practices. Or you

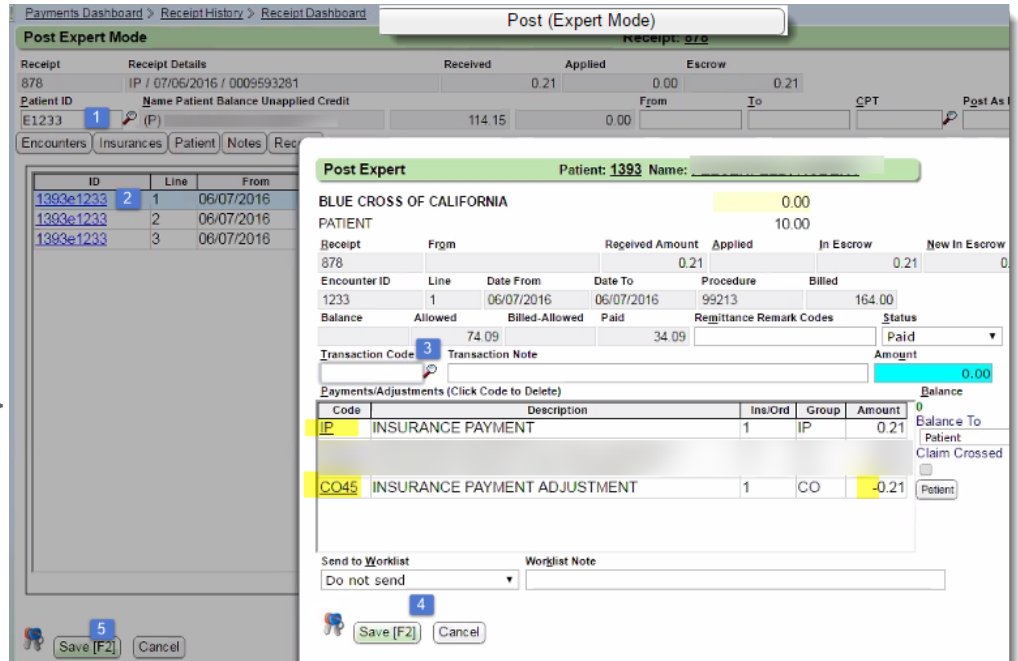
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may want to make the new encounter have an identical fee to the interest, keep in mind this would affect charge amounts for reporting.

How to use Post Expert to post additional IP, such as Interest or Penalty

Choose [Post Expert Mode] on the receipt

1. Choose the encounter number
2. Choose the line item by clicking on the ID hyperlink {under ID the format is Patient ID E Encounter number, then the Line column}
3. In 'Transaction Code' field:
 - IP for insurance payment > tab to the amount field and type in the insurance payment (use a negative amount if it is a penalty) tab again to add additional codes or SAVE
 - CO (or other adjustment code) to write off the credit balance (this is optional, to bring the net value to zero) > tab to the amount field and type in the negative amount, example \$-.21
4. [Save] the 'Post Expert' popup for this line
5. [Save]

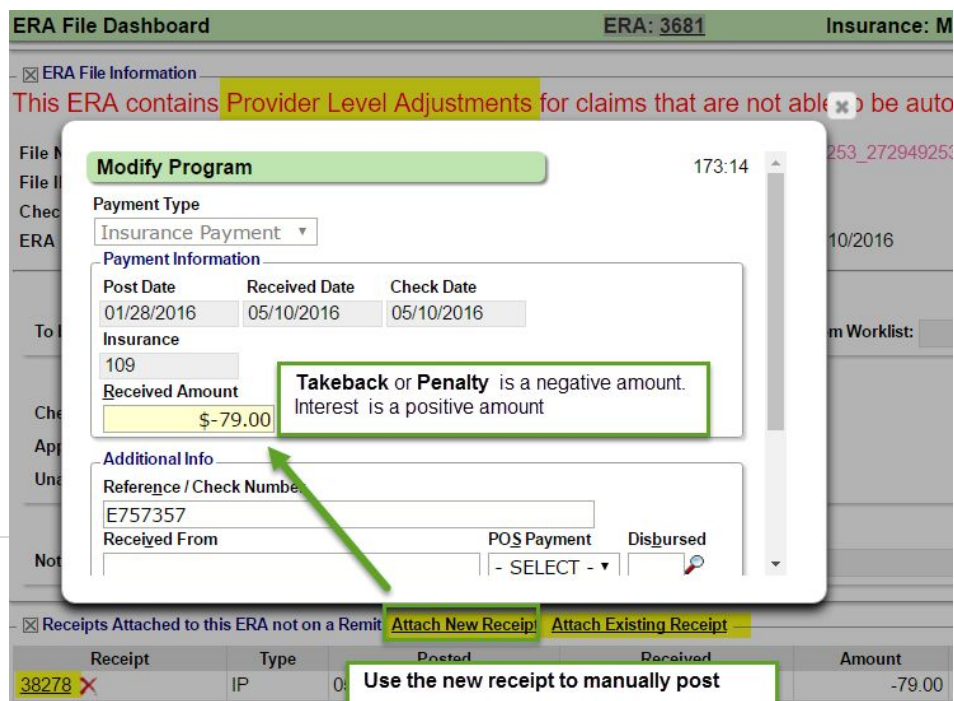


How to add a Receipt to account for 'Provider Level Adjustments' on the ERA

There are times that the insurance has a takeback, penalty or interest at the 'Provider Level'.

These amounts must be posted manually.

Click > '[Attach New Receipt](#)' - you are going to enter the Receipt now



Use the new receipt to manually post