

There must be an encounter for a penalty to be posted. If the penalty has a specific patient, and encounter skip the first step.

I. Create a 'slush' fund, by adding a 'Miscellaneous' Patient and Encounter

- A. Patient > Insurance Management > ADD Insurance collecting the penalty

Insurance Management Name: **MISC, PENALTY**

- Insurance Profiles

[Add New Insurance Profile](#) [Add Self Pay Profile](#)

Status	Encounters	Created	
<input checked="" type="checkbox"/> Default	1	02/15/2018	CIGNA [119] (800) 244-6224 Policy: XX Gro
<input checked="" type="checkbox"/> Active	1	02/15/2018	ASH [149] (800) 972-4226

- B. ADD a zero balance encounter the correct Insurance, MISC DX, MISC CPT

Modify Charge Patient: **586** Encounter: **3631**

Post Date: 02/14/2018 Reference Batch: 157

Patient

Patient: 586 [Edit](#) MISC, PENALTY | 09/09/1999 | 18 years 5 M | M

Last Service: 02/15/2018 Appointment(s): None (?)

Case: - SELECT - [Edit](#) Authorization: - SELECT - [Edit](#)

Guarantor: Misc, Penalty (DEFAULT) Insurance: CIGNA (XX) / PATIENT [No Effective - No I

Diagnosis ICD10 10

Dx 1: **MISC** Miscellaneous Dx 2: Dx 3: Dx 4: Dx 5: Dx 6: Dx 7: Dx 8: Dx 9: Dx A (10): Dx B (11): Dx C (12):

Procedures Receipts Notes Payments

Line	Billable	DOS From	Facility	POS	Submit	CPT	M1	M2	M3	M4	Dx Link	Fee	Unit	Total
1	<input checked="" type="checkbox"/>	02/15/2018			MISC	MISC					1	0.00	1.00	0.00

Add Payment Receipt

Payment Type: Insurance Payment

Post Date: 02/15/2018 Received Date: 02/15/2018

Received: 149 Method: ASH - PC \$118.00 Check

Additional Info

Payment Posting Action: Do not Post Manually Post

Receipt Dashboard

[Save \[F2\]](#) [Post \(Expert Mode\)](#)

- II. Add the Receipt for the full amount paid
 - A. Use radio button 'Do not Post' > [Save]
 - B. From the receipt > Click [Post Expert]

- III. From the Post Expert page
 - A. Key in the encounter
 - B. Click the line
 - C. Transaction of 'IP' for a NEGATIVE amount
 - D. We suggest you write off this amount using a custom adjustment code or CO45
 - E. Save -the first time you use this encounter [Save Unbalanced]

Post Expert Mode Receipt: 2562

Receipt	Receipt Details	Received	Applied	Escrow
2562	IP / 02/13/2018 / 522899	118.50	118.50	0.00

Patient ID: E3630 **A**

Encounters: 586e3630 **B**

Post Expert Patient: 586 Name: MISC, PENALTY

AMERICAN SPECIALTY HEALTH 27.00
 PATIENT 0.00

Receipt	From	Received Amount	Applied	In Escrow	New
2562		118.50		0.00	

Encounter ID	Line	Date From	Date To	Procedure	Billed
3630	1	02/15/2018	02/15/2018	MISC	0.00

Balance	Allowed	Billed-Allowed	Paid	Remittance Remark Codes	Status
	0.00		-27.00		Paid

Transaction Code: IP **C** Transaction Note: PENALTY | Amount: -3.00

Code	Description	Ins/Ord	Group	Amount
IP	INSURANCE PAYMENT	1	IP	-3.00 D
CO45	INSURANCE PAYMENT ADJUSTMENT	1	CO	3.00

E Save [F2] Cancel
 Save Unbalanced
 Save [F2] **F** el

F. Save the posting > continue to [Post] and proceed as usual

Receipt Dashboard Receipt: 2562

Reference/Check	Amount	Escrow
	118.50	121.50

Received From: POS Payment Disbursed

Actions

Post Post (Expert Mode)

Posted Items [Print](#)

Payments Only:

Encounter	Patient	Post Date	Transaction	Amount
3630	Misc, Penalty	02/14/2018	IP	-3.00

Note the negative IP Transactions, adds money to Escrow, so you can post the full amount