

CATEGORY: PAYMENTS: ~ TASK: POST NSF

When a check is returned due to NSF (Non-Sufficient Funds), the amount is processed against the *receipt*. If the bank has charged a fee, this amount may be assessed to the patient account. The Patient Payment **must be posted in full**; no escrow may be present to post an NSF.

1. On the 'Patient dashboard' > Click 'Receipts'
2. Choose the returned receipt ID from 'Checks/Payment' screen
3. Click [Post NSF] on the receipt that has been returned

Receipt Dashboard
Receipt: 109097
Type: PP

Receipt Info [Modify](#)

Post Date	Received Date	Type	Entered By	ERA	Batch
02/25/2016	02/25/2016	PP	webinar		2746

Patient: BARDOT, BRIDGETT E [1422] Balance: 159.18

Guarantor: Balance

CASH

Check	Cash	Card	Amount	Copay	Escrow
0.00	30.00	0.00	30.00	0.00	0.00

Received From: POS Payment Disbursed

Receipt History

Filter Criteria [Clear](#)

Receipt	Received From	Received	Posted	Type	From/To	R
109097 2		02/25/2016	02/25/2016	PP	BARDOT, BRIDGETT [1422]	CAS
109094		12/01/2015	12/01/2015	PP	BARDOT, BRIDGETT [1422]	CAS

Patient Dashboard

Patient Name: BARDOT, BRIDGETT E
 9137 NAPLES ROAD, ASHLAND, KY 41102-8107

[Demographics](#) [Edit \[Ctrl-F2\]](#) [Forms](#) [Alias Names](#) [Change](#)

Balance [Post Charge](#) [Cases \[0\]](#) [Receipts](#) [Post Payment](#)

Insurance	Patient	Collection	Es
0.00	159.18	0.00	

Actions

4. On the 'Process NSF' page, a returned check **Fee** may be added by using the CPT code, NSF or other. A new encounter is created if this option is chosen.
5. [Save]

Process NSF

Received Date	Check Date	Post Date	Returned Date
02/25/2016		02/25/2016	07/13/2016

rectype: PP PATIENT PAYMENT

Ref.No/Check No	Received Amount
CASH	30.00

note: Payment returned (NSF)

Fee 4

Add NSF Fee ▾

NSF CPT ?

NSF

Returned Check Fee

\$40.00

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The result of posting 'NSF'

- Added yellow ribbon to the *original receipt*
 - o New encounter number, if a **Fee** is added

Receipt Dashboard

NSF charge created for this receipt. Encounter: [66775](#)

Receipts [Modify](#)

Note

Payment returned (NSF) on 07/13/2016

Actions

Payments Only:

Encounter	Patient	Post Date	Transaction ▼
7465	Bardot, Bridaett	07/13/2016	PRC

- The transaction PRC is used to bring the balance back to patient
- If a **Fee** is added, we create a new Encounter. The next patient statement includes the amount of the returned check and the original patient responsibility.

Encounter Dashboard Patient: [1422](#) Encounter: [66775](#)

Actions

An new Encounter is auto-generated with the Patient Responsible for the Returned Check 'Fee'

Procedures

Line	Billable	DOS From	To	Facility	POS	CPT	Description
1	P	07/13/2016	07/13/2016	1	11	NSF	RETURNED CHECK

Note: Fee for Returned Check CASH