

CATEGORY: PAYMENT ~ TASK: POST UNCOLLECTED COPAY

From the patient's appointment, indicate expected copay was *not* collected. **Uncollected Copay** balance will become patient responsibility without having to wait for the Insurance response.

1. Click **Enter Copay**

Robert Dylan [3856] | 01/01/1932 | 86 years | M ~ 40 MIN TEST

Phone: H: (330) 473-7512 W: 330-6855 Address: 4835 Darrow Rd.

Insurance: [1]-BCBS (DEFAULT) [No Effective - No Expiration]
(Additional Profiles Exist)

Date: 07/12/2018 Time: 08:40 AM (40 min)

Instructions:

Status: SCHEDULED [S] Check In Cancel

[Edit Appointment](#)

[Print Ticket](#)

[Print Schedule](#)

[Print Form](#)

[Patient Dashboard](#)

[Edit Demographics](#)

[Insurance Management](#)

[Recalls](#)

[Enter Copay](#)

[Enter Charge](#)

[Service History](#)

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Post Visit Copay Patient

Post Date: 07/12/2018 DOS: 07/12/2018

Post Uncollected Copay ?

If any amount of the Total Received

Check: 0.00 Cash:

Copay: 0.00 Referral:

POS: Yes Note: 40 MIN TEST

Save [F2] Cancel

2. Select **Post Uncollected Copay** > enter amount of **Uncollected Copay** > [Save]

Post Visit Copay Patient: 3856 Name: DYLAN, ROBERT

Post Date: 07/12/2018 DOS: 07/12/2018 Balance: 0.00

Post Uncollected Copay ?

Uncollected Copay

\$20.00

Note: COPAY DUE- PATIENT ASK WE SEND A STATEMENT FOR TODAY

Save [F2] Cancel

3. The patient immediately has a balance for the copay due

| Procedures [1 - \$131.74] | | | Fund | | | | | | | |
|------------------------------------|----------|------------|----------|-------|-------|--------------|------|--------|----|----|
| Line | Billable | DOS From | Quantity | POS | CPT | Description | M1 | M2 | M3 | M4 |
| 1 | ✔ | 07/12/2018 | | 11 | 99213 | OFFICE VISIT | | | | |
| Balance Receipts ERAs [0] Post Pay | | | | | | | | | | |
| Insurance | | Patient | | | | | | | | |
| | | 111.74 | 20.00 | | | | | | | |
| Responsible Party | | | | | | | | | | |
| [107/1] BLUE CROSS / BLUE SHIELD | | | | | | | | | | |
| [PATIENT/99] | | | | | | | | | | |
| | | | 0-30 | 31-60 | 61-90 | 91-120 | 121+ | Total | | |
| | | | 111.74 | 0.00 | 0.00 | 0.00 | 0.00 | 111.74 | | |
| | | | 20.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20.00 | | |