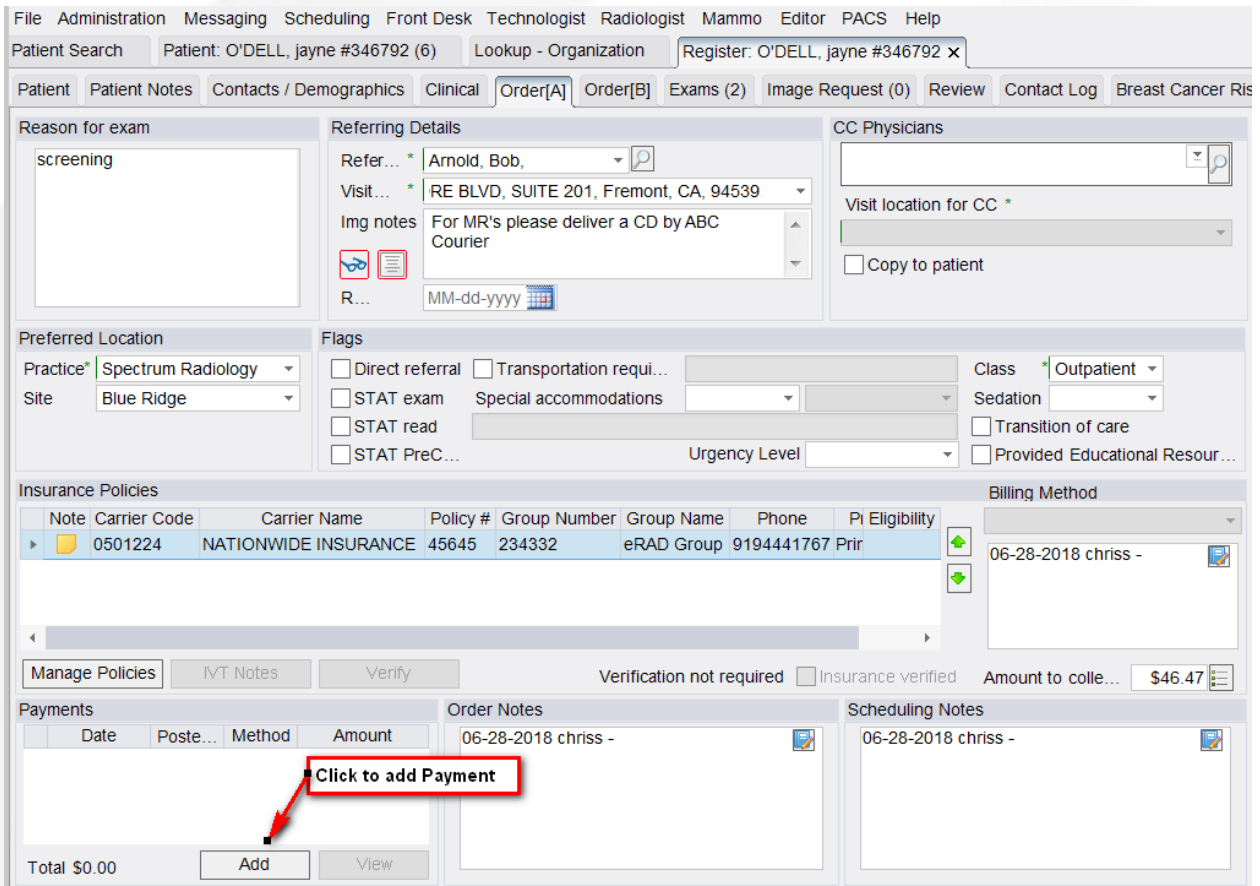


### Patient Payment

Collecting payments for split orders:

1. From the order tab click add



File Administration Messaging Scheduling Front Desk Technologist Radiologist Mammo Editor PACS Help

Patient Search Patient: O'DELL, jayne #346792 (6) Lookup - Organization Register: O'DELL, jayne #346792 x

Patient Patient Notes Contacts / Demographics Clinical Order[A] Order[B] Exams (2) Image Request (0) Review Contact Log Breast Cancer Ris

Reason for exam: screening

Referring Details: Refer... \* Arnold, Bob, Visit... \* RE BLVD, SUITE 201, Fremont, CA, 94539

CC Physicians: [Empty]

Preferred Location: Practice \* Spectrum Radiology Site Blue Ridge

Flags:  Direct referral  Transportation requi...  STAT exam  STAT read  STAT PreC... Urgency Level [Dropdown]

Insurance Policies:

Note	Carrier Code	Carrier Name	Policy #	Group Number	Group Name	Phone	Pt Eligibility
▶	0501224	NATIONWIDE INSURANCE	45645	234332	eRAD Group	9194441767	Prir

Manage Policies IVT Notes Verify Verification not required  Insurance verified Amount to colle... \$46.47

Payments:

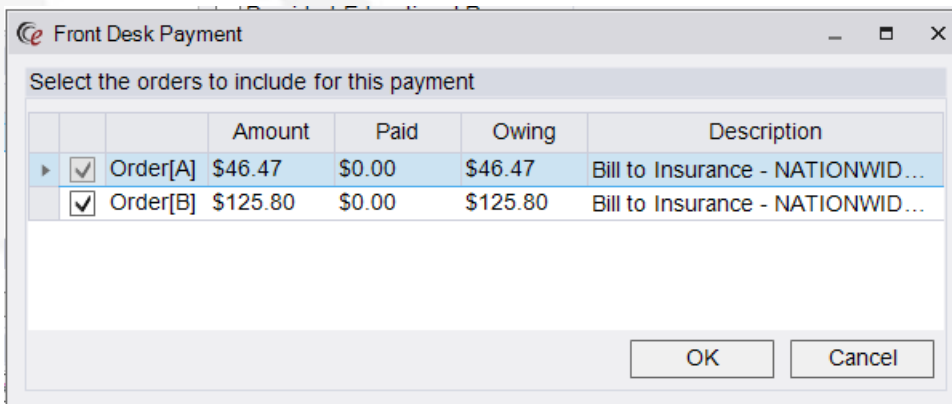
Date	Poste...	Method	Amount

Order Notes: 06-28-2018 chriss -

Scheduling Notes: 06-28-2018 chriss -

Total \$0.00 Add View

2. Check the appropriate payment(s).



Front Desk Payment

Select the orders to include for this payment

	Amount	Paid	Owing	Description
▶ <input checked="" type="checkbox"/> Order[A]	\$46.47	\$0.00	\$46.47	Bill to Insurance - NATIONWID...
<input checked="" type="checkbox"/> Order[B]	\$125.80	\$0.00	\$125.80	Bill to Insurance - NATIONWID...

OK Cancel

**Scenario 1:** Orders have same primary insurance carrier, same Site, same DOS.

- Default pay together.
- Both checked.

**Scenario 2:** Orders have same primary insurance, but two different sites or two different DOS.

- Default pay separately.
- Checked for the selected Order; Unchecked for the other.

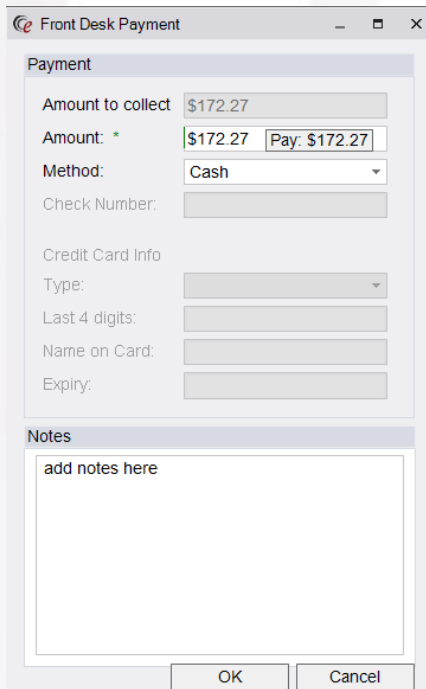
**Scenario 3:** Orders have different insurance carriers.

- Default pay separately.
- Checked for the selected Order; Unchecked for the other.

**Scenario 4:** One order is Self-Pay, one is insurance.

- Default pay together.
- Both checked.

### 3. Add payment amount and type



Front Desk Payment

Payment

Amount to collect: \$172.27

Amount: \* \$172.27 Pay: \$172.27

Method: Cash

Check Number:

Credit Card Info

Type:

Last 4 digits:

Name on Card:

Expiry:

Notes

add notes here

OK Cancel

4. Receipt will print upon assigned trigger

5. To void a payment, right click

Payments					Order Notes
Date	Poste...	Method	Amount		
06-28-2018	chriss	Cash	\$46.47 of \$1		06-28-2018 chriss -

Total \$46.47    Add    View

- Payment History
- Void Payment
- Delete Payment
- Payment Receipt

Class: Outpatient

**Void Payment**    X

Are you sure you want to void this payment?

Yes    No

06-28-2018 chriss -

6. To see payment history, right click.

Payments					Order Notes
Date	Poste...	Method	Amount		
06-28-2018	chriss	Cash	\$46.47 of \$1		06-28-2018 chriss -

Total \$46.47    Add    View

- Payment History
- Void Payment
- Delete Payment
- Payment Receipt

**Payment History**    -    □    X

Summary of payments made by jayne O'Dell

Accession	Payments	Last Payment	Previous Bala...	Amount To C...	Amount Recei...	Underpayment	Overpayment
23864	1	06-28-2018	(\$1.00)	\$125.80	\$125.80	\$0.00	\$0.00
23865	1	06-28-2018	(\$1.00)	\$46.47	\$46.47	\$0.00	\$0.00

OK

If the payment is more than the total (combined) amount to collect, the other order(s) will receive their total amount to collect and the remaining moneys will apply to the main order:

After: Order A

Payments			
Date	Posted By	Method	Amount
11-16-20...	kevin	Cash	\$383 of \$444

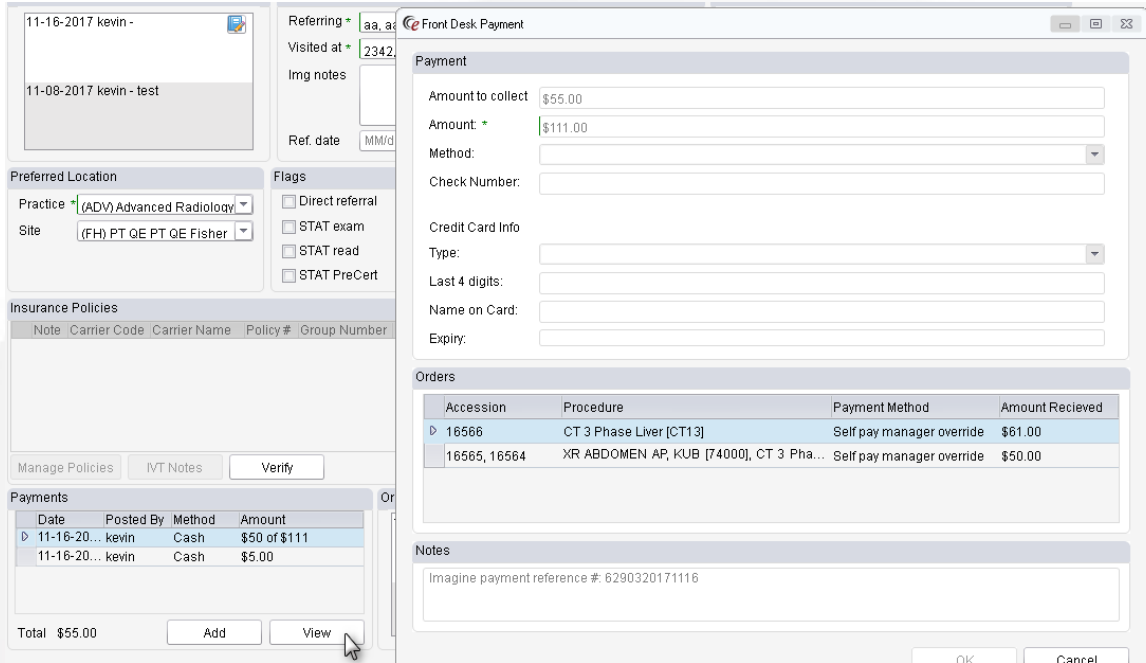
After: Order B

Payments			
Date	Posted By	Method	Amount
11-16-20...	kevin	Cash	\$61 of \$444

If the payment is less than the amount to collect for the main order, the main order will assume all of the payment and the other order(s) will not receive any payment. Therefore, this ends up being the same as a non-combined payment.

Payments			
Date	Posted By	Method	Amount
11-16-2017	kevin	Cash	\$50.00

Double click on the payment to see how the amount collected was divided



Front Desk Payment

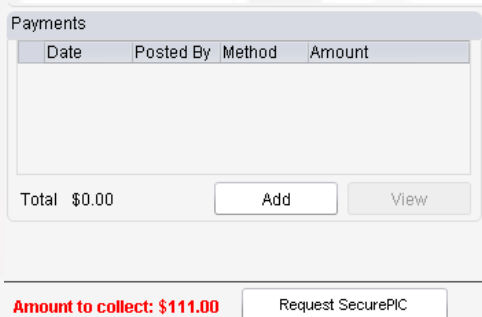
Amount to collect: \$55.00  
 Amount: \* \$111.00  
 Method: [Dropdown]  
 Check Number: [Text]  
 Credit Card Info  
 Type: [Dropdown]  
 Last 4 digits: [Text]  
 Name on Card: [Text]  
 Expiry: [Text]

Accession	Procedure	Payment Method	Amount Recieved
16566	CT 3 Phase Liver [CT13]	Self pay manager override	\$61.00
16565, 16564	XR ABDOMEN AP, KUB [74000], CT 3 Pha...	Self pay manager override	\$50.00

Date	Posted By	Method	Amount
11-16-20... kevin	kevin	Cash	\$50 of \$111
11-16-20... kevin	kevin	Cash	\$5.00

Total \$55.00 [Add] [View]

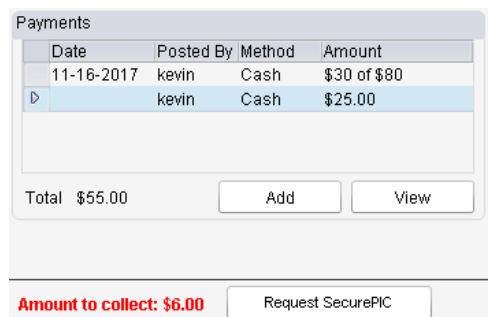
The amount to collect in the bottom left will now always display what is left to collect if the entire amount was not collected.



Date	Posted By	Method	Amount
------	-----------	--------	--------

Total \$0.00 [Add] [View]

**Amount to collect: \$111.00** [Request SecurePIC]



Date	Posted By	Method	Amount
11-16-2017 kevin	kevin	Cash	\$30 of \$80
kevin	kevin	Cash	\$25.00

Total \$55.00 [Add] [View]

**Amount to collect: \$6.00** [Request SecurePIC]