Payment/Adjustments

Posting Payments and Adjustments manually.

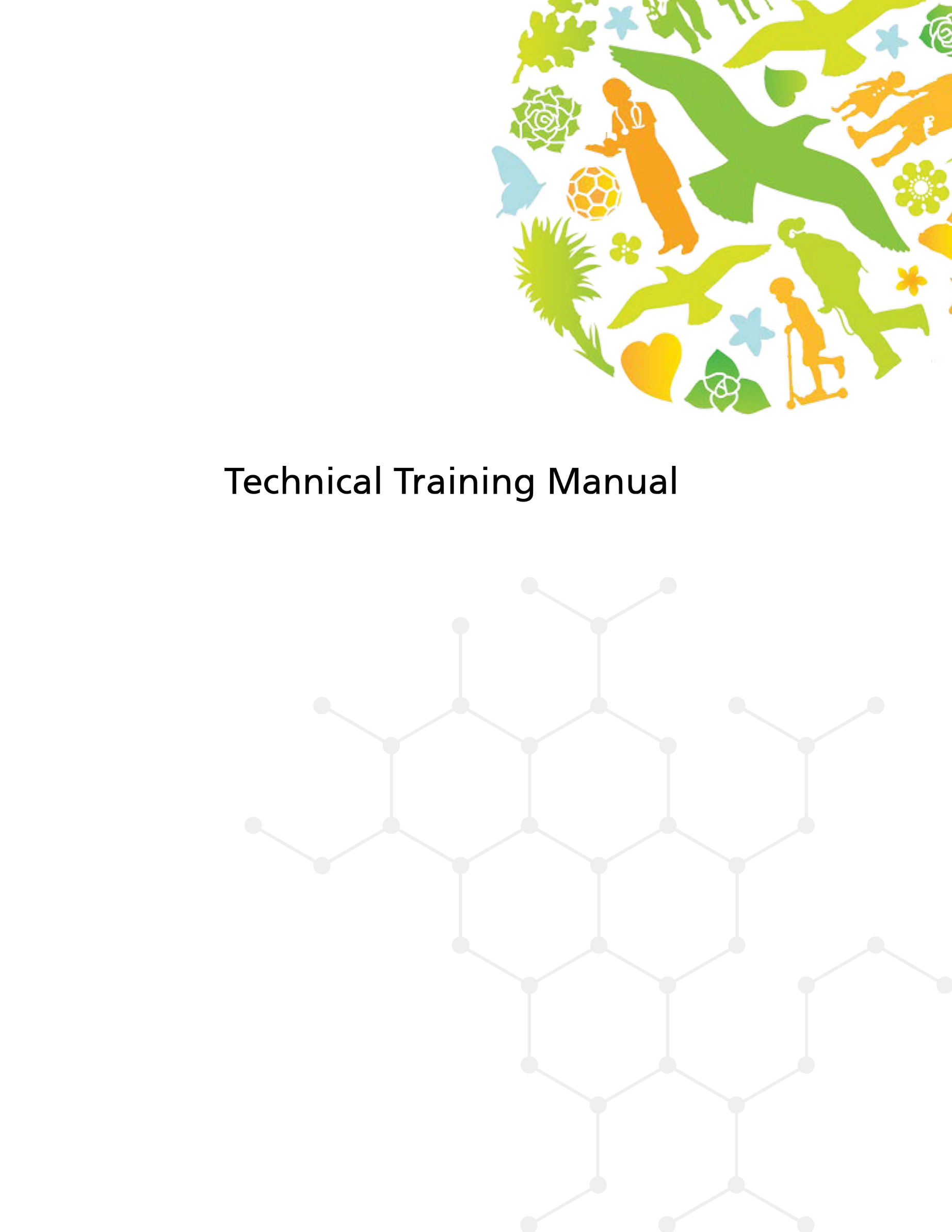
## How to post payments manually

1. **Search**
2. **Type Payments**
3. **Click on Payments/Adjustments (My Office)**

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1. **Click on the EOB/Payment/Adjustment icon**



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1. **Select Date of Check or whatever payment you’re posting**
2. Select Type from drop-down menu
3. Add the check Amount
4. Select Payer or Select Plan from the drop-down menu
5. Select Payment (pmt) Method from the drop-down menu
6. Type in Ref #, if applicable
7. Select Location from drop-down menu
8. Select Source from drop-down menu
9. Click Update

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1. **Click on Service Search tab**
2. Select your Parameters
3. Make sure a check mark is on Find Only Services Where the Balance>0
4. Select the service(s) you want to post this payment towards, or you can search for the Client
5. Click Select

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1. **Type the amount of how much was paid toward the charge**
2. Type adjustment amount if applicable
3. Select Adjustment Code from the drop-down menu, if no adjustment skip to Trf
4. Select who the balance will be transferred to from the Trf To Field drop-down menu
5. Select Trf Code from the drop-down menu
6. Click Add
7. Click Update
8. Pop-up box: Are you sure you wish to apply these payments/adjustments to the selected services? Click Yes and Close

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