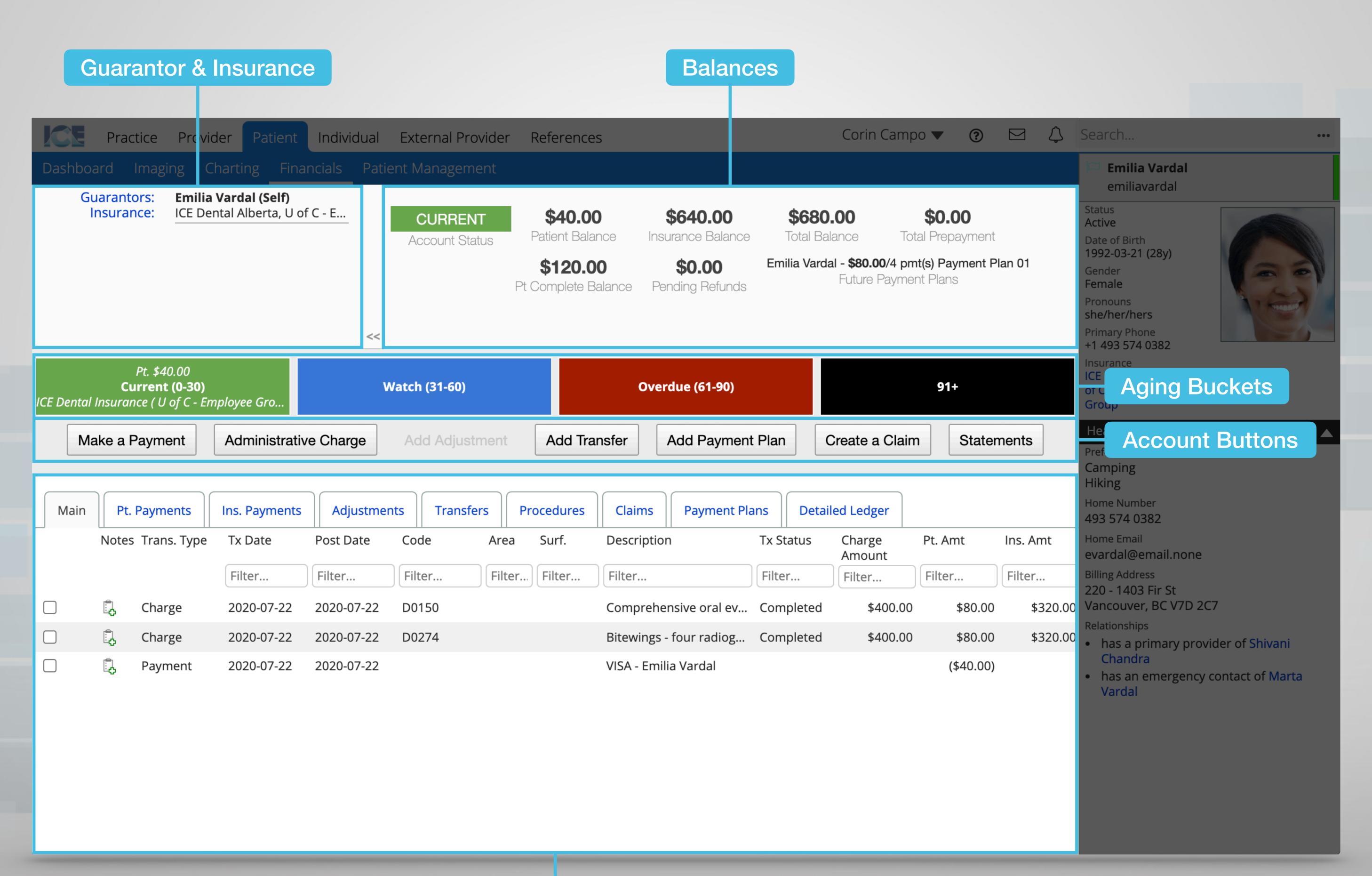


# Patient Financials Workspace Tour QUICK REFERENCE GUIDE





## Patient Financials Workspace Tour QUICK REFERENCE GUIDE

#### Guarantor & Insurance

Select Guarantors or Insurance to view and edit the details for the patient.

**Guarantors:** 

**Emilia Vardal (Self)** 

ICE Dental Alberta, U of C - E... Insurance:

### **Aging Buckets**

Review balances that are past due, grouped by date range.

Double-click an aging bucket to review the outstanding charges for both the patient and the insurance accounts in that bucket.



Watch (31-60)

Overdue (61-90)

#### **Account Buttons**

Select a button to perform various financial tasks.

Make a Payment

Administrative Charge

Add Adjustment

Add Transfer

Add Payment Plan

Create a Claim

Statements

#### Balances

Double-click a balance to see a detailed summary of the amounts and charges that make up the balance.

\$40.00 Patient Balance	\$640.00 Insurance Balance	<b>\$680.00</b> Total Balance	<b>\$0.00</b> Total Prepayment
\$120.00 Pt Complete Balance	<b>\$0.00</b> Pending Refunds		0/4 pmt(s) Payment Plan 01 Payment Plans

Balance	Description
Patient	The amount a patient owes today.
Insurance	The amount all insurance accounts owe today.
Total	The amount owing from patient and insurance today.
Future Payment Plans	The amount owing on payment plans, split by schedule.
Patient Complete	The amount a patient owes today and on payment plans.
Total Prepayment	The amount paid for planned and scheduled charges.
Pending Refunds	The amount marked for refund but not yet posted.

#### Tabs

Review the transactions, procedures, claims, and payment plans on a record.

The Main tab displays transactions chronologically.

Main	Pt. Payments		Ins. Payments	Adjustmen	ts Transfer	rs P	rocedures	Claims	Payment Pla	ans Detail	Detailed Ledger	
	Notes	Trans. Type	Tx Date	Post Date	Code	Area	Surf.	Description Filter		Tx Status	Charge Amount	
			Filter	Filter	Filter	Filter	Filter			Filter	Filter	
	Ē,	Charge	2020-07-22	2020-07-22	D0150			Compreher	nsive oral ev	Completed	\$400.00	
	Ļ	Charge	2020-07-22	2020-07-22	D0274			Bitewings -	four radiog	Completed	\$400.00	
	Ļ	Payment	2020-07-22	2020-07-22				VISA - Emili	a Vardal			
	Ļ	Adjustment		2020-07-22	PAATPP			Procedure /	Amount Ad			

The **Detailed Ledger** displays transactions grouped by charge.

Main	Pt. Paymen	ts Ins. Pay	ments	Adjustments	Transfers	Procedures	Claims	Payment Plar	ns Detaile	d Ledger
Notes	Tx Date	Post Date Filter	Code Filter	Area Surf.  Filter Filter.	Description Filter	1	Tx Status Filter	Charge/Pmt Amt. Filter	Pt.Amt Filter	Ins.Amt Filter
Ē,	2020-07-22	2020-07-22	D0150		Compreher	nsive oral ev	Completed	\$400.00	\$80.00	\$320.00
Ē,		2020-07-22			VISA Pmt	Allocation - Em	1		(\$40.00)	
Ē,	2020-07-22	2020-07-22	D0274		Bitewings -	four radiog	Completed	\$400.00	\$80.00	\$320.00
Î,		2020-07-22	PAATPP		Procedur	e Amount Adde	ŧ		(\$80.00)	