Application of insurance reimbursement
Posting Payments

- Bring up the ticket from OpenBilling patient/organization view.
  (Double click on ticket to open it up.)
- Type the payment transaction code into the “Tran. Code” Field.
- Enter the payment amount.
- Post the transaction.
Single line item payment
Bring up Transaction Code
Place the payment amount...
Click Post Transaction or hit the Enter key.
Payment is posted
Follow the same steps:

- Bring up the transaction code
- Place the payment amount
- Click “Post Transaction” or hit the Enter key
- This brings up the following Allocate Payment screen
Allocate Payments

Patient: Test, Student A (Timmie) - N0000-106 - 8/5/1980 M 28
Ticket #: 1503 Payment: CASH
Ticket balance: $102.00 Payment amount: $102.00 Unapplied payment: $0.00

Arrows move through the list. Press A to pay the selected line.

<table>
<thead>
<tr>
<th>Ln#</th>
<th>Tran code</th>
<th>Description</th>
<th>Charge ant.</th>
<th>Balance ant.</th>
<th>Payment ant.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>99212</td>
<td>Established Patient; Problem Focused</td>
<td>45.00</td>
<td>45.00</td>
<td>45.00</td>
</tr>
<tr>
<td>2)</td>
<td>17110</td>
<td>Destruction Of Molluscum or Warts Any</td>
<td>57.00</td>
<td>57.00</td>
<td>57.00</td>
</tr>
</tbody>
</table>

(For Insurance Remittance Only) Set Payor of Remaining Ticket Balance To:
- Patient
- Next Insurance Plan

Student Insurance Aetna Chickering

< Back Next > Finish Cancel
Allocate Payment Actions

- Pays balances from the first charge down
- Payment amounts can be changed
- You can use the arrow keys, tab key, or just click in the field you want
- Allows you to choose the payor of the remaining balance
- Click “Finish” when done

Leave ticket un-authorized