Post Paper Remittances

Enter paper payments and adjustments, verify the batch totals, and post the entries.

Post a Paper Remittance

Where: Accounts Receivable > Post Payments > Post Paper Remittances

1. Enter the patient's chart number, or select the option to search for the patient by name.
2. Review the patient's Accounts Receivable history. Locate the billing month for the payment and select the line containing the balance.
3. The **Add/Edit Accounts Receivable** screen will open. Update the **Transaction Date**, if needed.
4. In **Amount #1**, enter the payment amount and select the appropriate payment code.
   - A default payment code may appear when one is assigned to the payer.
   - If a code does not appear, search by its description or enter the three-digit code.
5. If an adjustment is needed, enter the adjustment amount and code in **Amount #2**. Skip this section when there is no adjustment.
6. Enter any helpful notes in **Comments**. For example, you may document the specific dates of service included in the payment.
7. Click **Save**.
8. Repeat these steps for each additional patient or payment.

Review and Post the Entries

Important

Review the payment detail and verify the totals before approving and posting the batch.

1. After all payments have been entered, select **View Detail** and verify that the entries are correct.
2. Select **Print** to print the payment detail, if needed.
3. Select **View Totals** and verify that the totals are correct.
4. Select **Approve Totals**.
5. Select **Post Entries**. A message will confirm that posting is complete.
6. Select **Refresh A/R Detail** to view the posted changes.

☐☐ Need help? Contact Barnestorm Support

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50839.aspx