- From Main Menu, go to Accounts Receivable > Post Payments > Post Paper Remittances.
- Enter chart number for the patient, or key in first 3 letters of last name and select the patient.
- (If the patient has been discharged, choose the proper bullet that indicates number of days discharged.)
- The patient's A/R history will appear on the screen. Click on the line that holds the balance to be written off.
- A mini screen will appear (see below) – "Add/Edit An Accounts Receivable Posting Entry" – Verify Transaction Date.
- At Amount # 1, you will enter the amount to be written off.
- At Code # 1, you will enter the pay/adj code that indicates a write-off.
- There is a Comments section where you can enter a brief note.
- Select **Save.**
- Select View Detail (To verify your posting is correct.).
- Select View Totals (To verify total is correct).
- Select **Approve Totals.**
- Select **Post Entries** (A box will appear "Posting is complete.").
- Select Refresh A/R Detail to view your changes.

To Get a Total$ of Your Write-offs, Here Are a Few Report Options:

05.07 Pay/Adj Code Totals by Quarter - This report does not include the option to filter by pay/adj code.

05.08 Selected Detail - This report does include the option to filter by pay/adj code. If you are just printing details of write-offs, enter your agency code(s) for write-off in the pay/adj code field.

05.11 Totals By Program/Pay/Adj Code - This report includes the option to filter by pay/adj code. If you are just printing details of write-offs, enter your agency code(s) for write-off in the pay/adj field.

To Locate Your Payment/Adjustment Codes, Go To:

Barnestorm Office > Accounts Receivable > Pay/Adj Codes

The codes will be listed on bottom, right of the screen. Select the program number to view the pay/adj codes your agency has set up. Use the **Print** buttons to view the reports.

If you need to set up a new pay/adj code, click here for the article link.

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50840.aspx