**Posting Unposted Payments**

* Click on Billing 🡪Payments

 

* Status = All Unposted Patient Payments (All Dates)
* Facility = Facility you are working
* Select Lookup



* Select payment to post
	+ For GI, only work those with staff names, not FOA, \_\_\_\_\_
* Look to see if portal payment in memo
	+ Billing will post portal payments,
	+ Do NOT do anything with portal payments!



* Click on claims
	+ If see claim with ID is 0, but paying for a balance on account
		- Delete the 0 ID



* Proceed with posting payment
	+ Identify claims for amount,
	+ Check mark boxes you want to apply payment
	+ Click OK



* Back to Patient payment screen
	+ Type in Payment on the Claim ID
	+ OK
* Screen before typing in payment amount
* 
* Screen after typing in amounts



* Copayments need to be posted
* When go into claim screen, tells the last statement sent
	+ Some claims they have not received a statement on