Apply a Discount while Posting a Payment

Payment actions are options available when/while posting payments. These actions can include applying discounts, memo lines and credit or debit adjustments.

> **Who can use this feature?**
>
> - Users with the Insurance Payment permission.
>
> - Users with the Patient Payment permission set to **Apply**.
>
> - Users with the Debit/Credit permission.

Apply Discount is used to apply discounts such as a percentage discount, a discount applied to a specific service, etc.

1. Click the **Apply Discount** button at the bottom of the screen.

2. Click the 🔍 icon to select the **discount code**.

3. Enter the **Discount % and Min. Charge Amount** or **Check the Discount** charge balance to $0.00 to discount the whole balance.

4. Enter the **Received date**.

5. Type a **Memo and/or a Credit Memo.**

6. Click **Done.**

> These additional actions are found in the following sections. Manually posting patient payments, Applying EOBs & ERAs, Applying insurance payment only and Applying Credits.