'ost New Payment to a Claim

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Who can use this feature?

Users with the Patient Payment permission can post patient payments within the Claim section.

ollow the steps below to add patient payments to a claim.

- 1. Select Claim > Claim.
- 2. Use the Search field to search for your claim.

Place a check in the "Show exact matches only" box to search for exact matches or "Show unpaid claims only" to show claims that may need follow-up.

- 3. Open the claim.
- 4. Click on the **Payment** tab from the side panel.
- 5. From the Claim Payment tab, fill in the radio button forPost New Payment to Claim
- 6. Enter the Payment Amount.
- 7. Populate the **Payment Received Date**.
- 8. If applicable, enter the Check #.
- 9. Select the payment **Type**.
- 10. Select the **Source** of the payment.

If the In-app Credit Card Processing feature is enabled, after saving the payment, you will needed to enter the card information into the Enter Payment Window pop-up. For a detailed step by step guide, please reference the Processing a Credit Card Payment & Printing Receipts Help Articles

11. Update the Memo field as needed.

12. Click Save.