Revenue Cycle Management - Process Resource Center

Procedure: 3.4 Zero Payments/ Deductibles

Deductible Posting

1. Open control
2. Go to line posting screen
3. F3 to search patient
4. Make sure you on the correct DOS
5. On pay line, go to Trans Type, Enter I, enter Tran code as number of whatever the insurance is saved under, tab over
6. Go down to middle of screen, under allowed amount, enter amount of deductible, tab over to payment, enter 0, tab over and it would automatically adjust to the correct deductible amount
7. Hit F9 or apply on bottom of that screen.
8. Enter memo note stating "Applied to deductible" and click option, Print on statement if there's no other insurance on file.
9. Once you close the control, it would automatically be set to bill patient. If there's a secondary insurance, claim will generate once process is ran.
10. Obtain claim from filing cabinet