Revenue Cycle Management - Process Resource Center

Procedure: 4.8 Patients with Checks

Enter into Autocollect

Enter into auto-collect

1. Open “invoice details” icon
2. Select appropriate provider/doctor under “Company”
3. In “filter” section enter patient name in search box
4. Select “more details”
5. Press “more details”
6. Go to bottom of screen and find “item details” box
    - Item Name: insurance check
    - Description: Date of Service
    - Qty: 1
    - Rate: Check amount
    - Press “add”
    - Press “save”