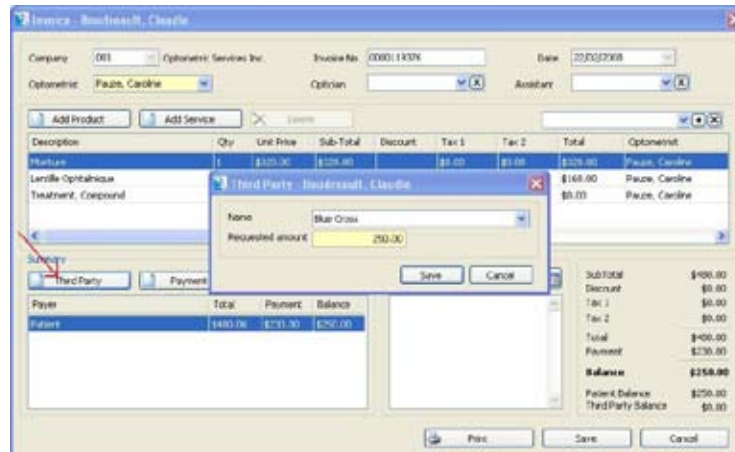


TIPS & TRICKS

How to assign an amount to a third-party and add a payment.

1. In a patient's invoice, Click on the "Third Party" button. Select the desired third-party, enter the claimed amount and click on the "Save" button.



2. The balance will be automatically adjusted.

Balance	\$250.00
Patient Balance	\$0.00
Third Party Balance	\$250.00

3. To apply a payment to the third-party, access the patient's invoice. Highlight the third-party (in the example Blue Cross) and then click on the payment button. Select the proper payment method, enter the amount and Save.



4. Don't forget to Save the invoice.