

How to enter a private pay or client fee in CS

When you enter a private pay or client fee (no show/late cancel) invoice in Billing, here are the instructions:

1. (in Visits, enter the correct CPT code - pvt pay visit as a 55555, no show as 00001, late cancels as 00002, 1 unit and 0 min)
2. when invoicing it in Billing, select "**patient**" as Responsible
3. for pvt pay, enter \$150 as the unit/rate and "apply to invoice" (or \$200 if an intake) and \$85 for no show or \$50 for late cancel
4. click on the "edit" and leave the rate & charge the same but change the W/O and the Pat Resp listed. For example, if a pvt pay amount is \$100, enter \$50 for the w/o, enter \$100 as the pat resp, and click "save" on that line. (adjust accordingly for an intake, or if you are waiving or reducing the n/s or l/c fee)
5. DO NOT SUBMIT TO EDI - save it at the top also (the little disk icon)