



CompuGroup™
Medical

Invoice Billing Information

November 13, 2025

CGM webPRACTICE

Table of Contents

Notice	4
Introduction	5
System Requirements	6
Interface Notes	6
System Setup	7
Invoice Billing Integration	8
Unposted Procedures Integration	10
Review Types of Invoice Billing	11
Create Department Codes	12
Create Employer Codes	13
Billing Group Codes	14
Patient Accounts	14
Invoice Billing Accounts	16
Posting Procedures for Invoice Billing	17
Using Purchase Orders (PO's)	17
Unposted Procedures	17
Procedure Entry	18
Patient Account Transaction History	19
Invoice Billing Account Transaction History	20
Editing Unposted Invoice Billing Procedures	21
Editing Posted Invoice Billing Encounters	23
Editing Posted Non-Invoice Billing Encounters	23
Printing Invoices and Statements	24
Statements for Non-Invoice Procedures	24
Invoices for Invoice Procedures	24

Editing Invoices	25
Invoice Management	25
Posting a Payment	27
Re-Printing Invoices	29
Invoice Samples	30
Single-Layer Invoice Billing	30
Two-Layer Invoice Billing	31
Two-Layer Invoice Billing with Patient Totals	32
Two-Layer Invoice Billing with Patient Totals and Special Fees	33
Excel Sample - Two-Layer Invoice Billing with Patient Totals and Special Fees	34

NOTICE

CompuGroup Medical US (CGM) believes the information contained in this documentation to be accurate at the time of publication and reserves the right to make improvements in the product described herein at any time and without notice.

This packet is copyrighted and contains proprietary information and may not, in whole or in part, be copied, photocopied, reproduced, translated, or reduced to any electronic media or machine-readable form without written authorization from CompuGroup Medical US. The software described in this manual is the original work of the authors and is copyrighted with all rights reserved by CompuGroup Medical US.

INTRODUCTION

Invoice Billing functionality is designed to handle the situation where a practice provides services to patients and the procedures need to be submitted to the patients' Employers ****{Clients}** on a special invoice. Patients can also receive regular medical services that they are responsible for, that need to be filed to insurance as usual and then receive a separate patient statement for any balance.

*****Throughout this document **Employer** can be considered the equivalent of a **Client**. We understand that generally when you refer to "Invoice Billing" it typically entails billing "Clients" but when performing this type of billing using CGM webPRACTICE and utilizing the tables, the existing terminology uses "Employer", so it matches up to the existing Tables and functions provided.***

The core pieces that drive invoice billing are Bill Type received via the interface, Department Codes, Employer Codes, special Invoice Billing accounts and using Cases when posting procedures.

Department Codes are used to control who receives the Invoice and a separate Invoice Billing account is automatically created for each Department Code that will contain all the procedures to be billed for each employer. The default values used for the required fields when creating the Invoice Billing account are stored in the *Invoice Billing Integration* function.

An Employer Code is created and linked to the applicable Department Code, so the invoice will include all patients with balances owing for each employer code that is linked to that Department Code.

This requires each patient to have their own account registered and the applicable Employer Code stored. When an Employer Code is added to a patient's account, an invoice billing Case is automatically created because Cases must be used when posting procedures for employers to differentiate which procedures are billed to the Employer (*that is linked to a Department Code*).

The Invoice will contain an Invoice # and Purchase Order number (PO #) if applicable.

This document provides instructions for using Invoice Billing within CGM webPRACTICE. It is intended for CGM webPRACTICE Users that are already experienced and trained in the basic functionality of CGM webPRACTICE. Only the functions specific to Invoice Billing are included in this manual and if you need instructions for other CGM webPRACTICE functionality, refer to *CGM webPRACTICE Help* or contact Customer Service for assistance.

Note: This document describes how to perform each step manually. Typically, when an interface is involved, the setup steps, registering patient accounts and storing the procedures in *Unposted Procedures* is automatically done for you.

SYSTEM REQUIREMENTS

The following requirements must be met when using Invoice Billing in CGM webPRACTICE:

- System Type must be set as Patient Billing.
- Invoice Billing must be activated in each applicable database in the system.
- Must use Department Codes, which control where the invoice is sent.
- Must create Employers in the Employer Code Table and link them to the Department Code they belong to.
- No Organization/Client Codes should be sent via the lab interface that start with 'C-'. These are strictly reserved for CGM webPRACTICE for Department Codes. If a 'Patient Bill' message is sent with a 'C-' Dept/Org code, the code will be discarded in CGM webPRACTICE. If you need to switch the message to 'Client Bill', you need to delete it in *Unposted Procedures*, fix the message in the lab system and have it re-sent correctly.
- No Billing Group Codes should be created that start with 'Z'. These are strictly used for Department/Employer Billing Groups.
 - Must use Alpha codes when creating Billing Group codes to ensure sorting capabilities on reports.
- Must create Batches for PO #'s when posting transactions, if applicable.

INTERFACE NOTES

- Interface – Must send the **Bill Type** to ensure the transactions are processed properly.
 - C or Client = Client/Invoice Billing
 - P or Patient = Patient Billing
 - All other types are treated as Insurance/Third-Party Billing
- No Organization/Client Codes should be sent via the lab interface that start with 'C-'. These are strictly reserved for CGM webPRACTICE for Department Codes.
- If it is a standard process for charges to be sent through the interface without Diagnosis codes, notify the CGM Interface Team that you would like a **Default Diagnosis** code set, which will eliminate the need to correct each charge individually in *Unposted Procedures*.

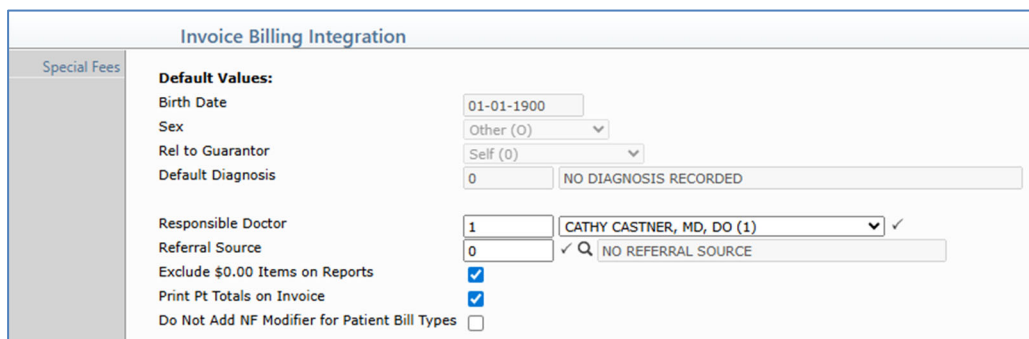
SYSTEM SETUP

After the Invoice Billing functionality has been activated in the system and prior to the interface being turned on, you will need to:

1. Review the settings in the *Invoice Billing Integration* function.
2. Edit the **Maximum # of Encounters to Display** field in the *Unposted Procedures Integration* function.
3. Review the two types of Invoice Billing.
4. Confirm the Department Codes have been imported from the lab system. **NOTE: It is critical that the Department Codes are imported before the interface is turned on to ensure you can edit the Department Codes and add Default Fee Schedules, otherwise the charges will be uploaded into *Unposted Procedures* with incorrect charge amounts.**
5. Add Default Fee Schedules to the Department Code Table.
6. Have the interface turned on.
7. Create Employer Codes.

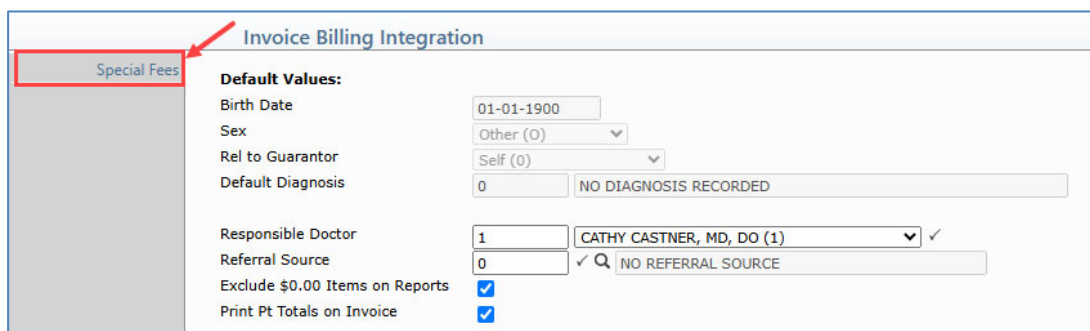
Invoice Billing Integration

The *Invoice Billing Integration* function (*System > Database Maintenance Menu > Integrations > Invoice Billing Integration*) contains the values that will be set when Invoice Billing accounts are automatically created for each Department Code and provides other options so you can control certain actions related to Invoice Billing.



Invoice Billing Integration	
Special Fees	<p>Default Values:</p> <p>Birth Date: 01-01-1900</p> <p>Sex: Other (0)</p> <p>Rel to Guarantor: Self (0)</p> <p>Default Diagnosis: 0 NO DIAGNOSIS RECORDED</p> <p>Responsible Doctor: 1 CATHY CASTNER, MD, DO (1) ✓</p> <p>Referral Source: 0 ✓ NO REFERRAL SOURCE</p> <p>Exclude \$0.00 Items on Reports: <input checked="" type="checkbox"/></p> <p>Print Pt Totals on Invoice: <input checked="" type="checkbox"/></p> <p>Do Not Add NF Modifier for Patient Bill Types: <input type="checkbox"/></p>

- The Default Value fields should already be completed after the database has been activated. Only the **Responsible Doctor**, **Referral Source** and **Exclude \$0.00 Items on Reports** fields can be edited if needed, the other fields are controlled by the system.
- The **Exclude \$0.00 Items on Reports** check box allows you control whether the \$0.00 transactions posted to patient accounts print on the *Daily Register*, *Procedure Journal* and *Transaction Journals to Excel – Procedures*.
- With the **Print Pt Totals on Invoice** check box, you can have a total of each patient's charges print on the invoice. A sample invoice for *two-layer billing with patient totals* is included at the end of this document.
- With the **Do Not Add NF Modifier for Patient Bill Types** check box, you can select whether you want NF (No File) modifiers added to charges or not when the **Bill Type** comes over in the interface as **Patient**.
- The **Special Fees** Action Column button allows you to specify if you want specific procedure codes to be separated and subtotaled on invoices. A sample invoice for *two-layer billing with patient totals and special fees* is included at the end of this document.



Invoice Billing Integration	
Special Fees	<p>Default Values:</p> <p>Birth Date: 01-01-1900</p> <p>Sex: Other (0)</p> <p>Rel to Guarantor: Self (0)</p> <p>Default Diagnosis: 0 NO DIAGNOSIS RECORDED</p> <p>Responsible Doctor: 1 CATHY CASTNER, MD, DO (1) ✓</p> <p>Referral Source: 0 ✓ NO REFERRAL SOURCE</p> <p>Exclude \$0.00 Items on Reports: <input checked="" type="checkbox"/></p> <p>Print Pt Totals on Invoice: <input checked="" type="checkbox"/></p>

On the Special Fees page, select the **Separate Special Fees on Invoice** check box to activate this functionality. You can specify an **Alternate Special Fees Subtotal Heading**, otherwise the heading on the invoice will print *Special Fees Subtotal*. Next, you can select which procedure codes should be identified as special fees. Each time you select a code, click the **Add** button to the right of the field to immediately add the code to the list which will display on the screen. You can use the '(remove)' link to the right of each code in the list to remove codes. This list will be used to separate the codes into a separate section when you print invoices.

Invoice Billing Integration - Special Fees
System Manager
EASTSIDE MEDICAL (1)

Separate Special Fees on Invoice
☒

Alternate Special Fees Subtotal Heading

Procedure Code

Codes:

Code	Description	
SPECPU	SPECIMEN PICK-UP	(remove)
STAT	STAT FEE	(remove)

Unposted Procedures Integration

The *Unposted Procedures Integration* function contains a **Maximum # of Encounters to Display** field that allows you to control the quantity of encounters that will display when you access the *Unposted Procedures* function. This field is blank by default, but it has been found for lab interface clients that deal with very large quantities of encounters, it should be limited to ensure the *Unposted Procedures* page loads quickly. You should enter a value anywhere between 2000 to 4000 to start and adjust as needed in the future. The maximum number you can enter is 9999.

Unposted Procedures Integration	
Post Button - Auto-post Co-pays	<input checked="" type="checkbox"/>
Manual Posting - Auto-post Co-pays	<input checked="" type="checkbox"/>
Check for Duplicate Transactions	<input checked="" type="checkbox"/>
Display DMS Hospital Note	<input type="checkbox"/>
Maximum # of Encounters to Display	<input type="text" value="2000"/>

Review Types of Invoice Billing

Prior to creating **Department** and **Employer** Codes, review the types of invoice Billing to determine what you will need to create for your billing needs.

Single Layer Invoice Billing: Example, Construction Specialists pays for all their employees' procedures.

- A **Department Code** would be created for **Construction Specialists**
- A separate **Employer Code** would also be created for **Construction Specialists** and linked to **Construction Specialists'** Department Code.

Even though everything is handled by a single employer, both codes must be created for the functionality to work properly.

Two Layer Invoice Billing: Example, when an invoice needs to be sent to a main organization that has multiple employers under it. Example, XYZ Construction is the main organization and there are multiple employers that they manage.

- A **Department Code** would be created for **XYZ Construction**.
- An **Employer Code** would be created for each employer they manage and be linked to **XYZ Construction's** Department Code.

A single invoice would be printed for XYZ Construction that would contain all the procedures for each employers' employees.

Create Department Codes

You will need to create Department Codes (*Tables > Department Code Table > Maintain Department Codes*). (**Note:** If you do a mix of Invoice (Client) billing and insurance/patient billing, the Department Codes will be automatically created by the interface. You will not be able to manually enter Department Codes but can edit them as needed.)

- All invoice (client) department codes should start with 'C-' and can be up to ten characters long.
 - Confirm the **Use for Invoice Billing** check box is selected.
- Any codes that will be used for patient or third-party billing should not have the 'C-' entered in front of the code.

The Department Codes that start with 'C-' and are marked as **Use for Invoice Billing** will control who the invoice will be sent to because when the code is saved, an Invoice Billing account is automatically created for each Department Code, using the information stored for the Department Code and the values from the *Integration*.

If a Department Code requires alternate fees from your normal fees, add the **Default Fee Schedule**.

Maintain Department Codes		
Linked Employers Select New Next Previous Print Inactivate Reactivate History	Department Code	C-LAND ✓
	Description	LANDSCAPING INC
	Address Line One	12345 W EVERGREEN WAY
	Address Line Two	
	Zip Code	85021
	City	Phoenix
	State	Arizona (AZ) Validate Address
	Use for Invoice Billing	<input checked="" type="checkbox"/>
	Invoice Billing Account #	26834
	Default Fee Schedule	LAND 2025 LANDSCAPING INC FEE SCHEDULE (LAND)

Since Employer Codes will be linked to each Department Code, you can view a list of the codes using the **Linked Employers** Action Column button.

Linked Employers - C-LAND - LANDSCAPING INC	
Employer Code ▼	Employer Name
EAST	EASTERN LANDSCAPING
WEST	WESTERN LANDSCAPING

Create Employer Codes

You will need to create Employer Codes (*Tables > Employer Code Table > Maintain Employer Codes*) for each employer.

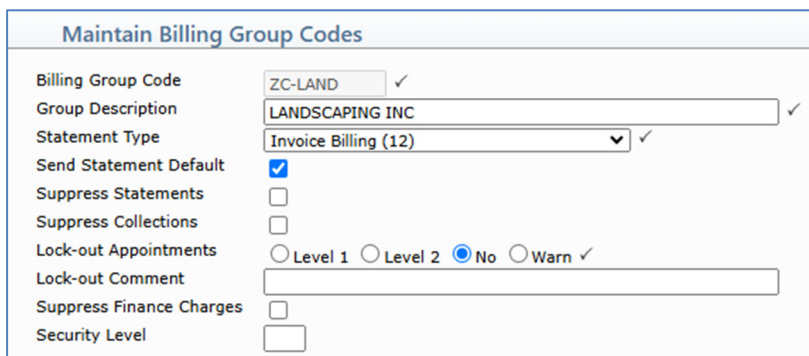
Maintain Employer Codes	
Employer Code	WEST ✓
Employer Name	WESTERN LANDSCAPING ✓
Address Line One	22541 W ROCK WAY
Address Line Two	
Zip Code	85026
City	Phoenix
State	Arizona (AZ) Validate Address
Contact Phone	602-277-6277
Contact Fax	
Contact Name	
Department Code	C-LAND LANDSCAPING INC (C-LAND) ▼
Use for Invoice Billing	<input checked="" type="checkbox"/>
Invoice Billing Account #	26834

Complete the **Name**, **Address** and **Contact** information fields and then select the **Department Code** this Employer should be linked to if this Employer is to be used for Invoice Billing.

- **Use for Invoice Billing** - If you select a **Department Code** - after you click **Save**, the **Use for Invoice Billing** check box will be selected and Informational Only.
- **Invoice Billing Account #** - If you select a **Department Code**- after you click **Save**, the Invoice Billing account for the selected Department will display in the **Invoice Billing Account #** field.

BILLING GROUP CODES

When Department Codes and Employer Codes are created, a matching Billing Group Code starting with Z followed by the Department/Employer code will be automatically created in the background. Billing Groups created for Department Codes will start with 'ZC-' (for example, 'ZC-LAND') and be stored on the Invoice Billing account. Billing groups created for Employer Codes (for example 'ZWEST') will start with 'Z' and be stored in the Case on the patient's account. The 'ZC-' and 'Z' Billing Group Codes will automatically have the custom **Statement Type (12) – Invoice Billing** set.



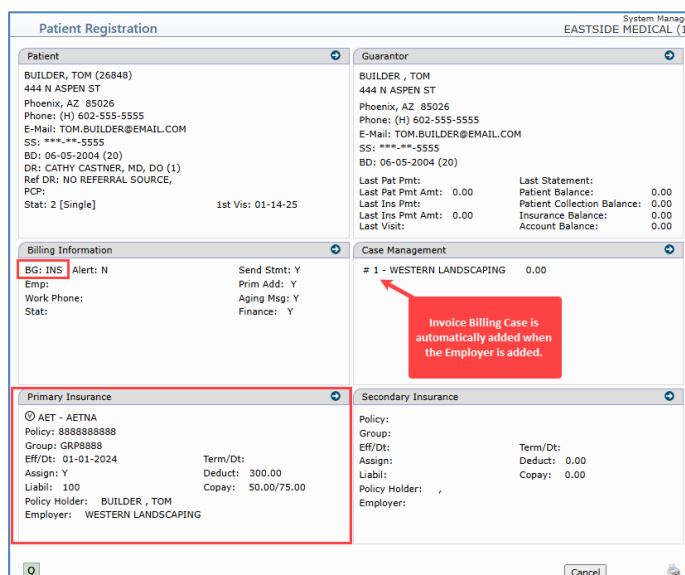
Maintain Billing Group Codes

Billing Group Code	ZC-LAND ✓
Group Description	LANDSCAPING INC ✓
Statement Type	Invoice Billing (12) ✓
Send Statement Default	<input checked="" type="checkbox"/>
Suppress Statements	<input type="checkbox"/>
Suppress Collections	<input type="checkbox"/>
Lock-out Appointments	<input type="radio"/> Level 1 <input type="radio"/> Level 2 <input checked="" type="radio"/> No <input type="radio"/> Warn ✓
Lock-out Comment	
Suppress Finance Charges	<input type="checkbox"/>
Security Level	

PATIENT ACCOUNTS

When you register a patient account, you should:

- Enter the Billing Group – If the patient account will be used for both invoice and non-invoice procedures enter the main Billing Group (Ex: INS) on the *Billing Information* screen. If the account will only be used for invoice procedures, enter the Billing Group of your choice.
- Enter the patient's insurance information if the patient account will be used for both invoice and non-invoice procedures.
- Add the Employer.

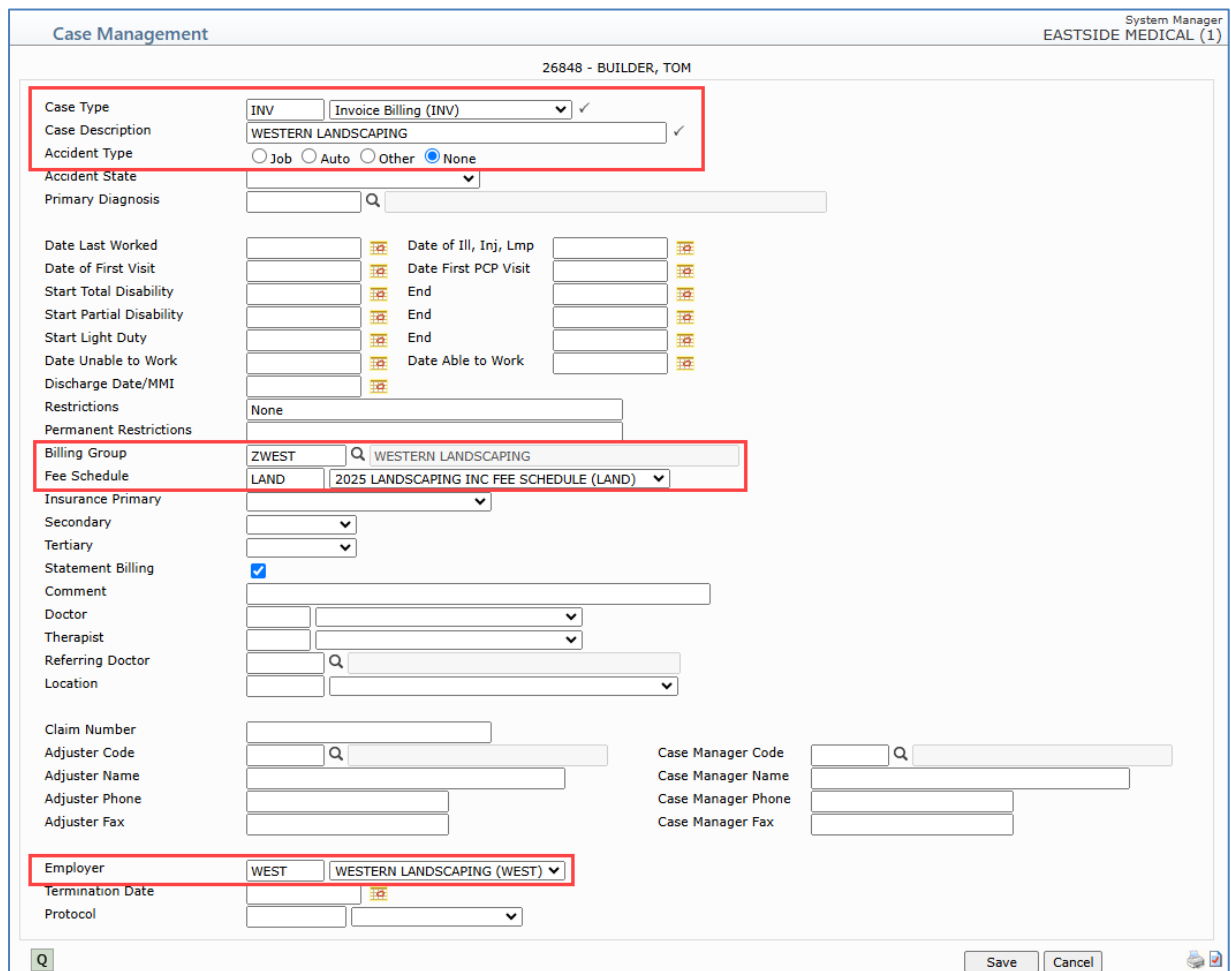


Patient Registration System Manager EASTSIDE MEDICAL (1)

Patient BUILDER, TOM (26848) 444 N ASPEN ST Phoenix, AZ 85026 Phone: (H) 602-555-5555 E-Mail: TOM.BUILDER@EMAIL.COM SS: ***-**-5555 BD: 06-05-2004 (20) DR: CATHY CASTNER, MD, DO (1) Ref DR: NO REFERRAL SOURCE, PCP: Stat: 2 [Single] 1st Vis: 01-14-25		Guarantor BUILDER, TOM 444 N ASPEN ST Phoenix, AZ 85026 Phone: (H) 602-555-5555 E-Mail: TOM.BUILDER@EMAIL.COM SS: ***-**-5555 BD: 06-05-2004 (20) Last Pat Pmt: Last Pat Pmt Amt: 0.00 Last Ins Pmt: Last Ins Pmt Amt: 0.00 Last Visit: Last Visit Amt: 0.00 Last Statement: Patient Balance: 0.00 Patient Collection Balance: 0.00 Insurance Balance: 0.00 Account Balance: 0.00	
Billing Information BG: INS Alert: N Send Stmt: Y Emp: Prim Add: Y Work Phone: Aging Msg: Y Stat: Finance: Y		Case Management # 1 - WESTERN LANDSCAPING 0.00 <div style="border: 1px solid red; padding: 5px; color: white; text-align: center;"> Invoice Billing Case is automatically added when the Employer is added. </div>	
Primary Insurance AET - AETNA Policy: 8888888888 Group: GRP8888 Eff/Dt: 01-01-2024 Term/Dt: Assign: Y Deduct: 300.00 Liabl: 100 Copay: 50.00/75.00 Policy Holder: BUILDER, TOM Employer: WESTERN LANDSCAPING		Secondary Insurance Policy: Group: Eff/Dt: Term/Dt: Assign: Deduct: 0.00 Liabl: Copay: 0.00 Policy Holder: Employer:	

The Invoice Billing Case will be automatically created for the Employer, after the patient has been registered. The following fields will be set:

- **Case Type** = INV - Invoice Billing
- **Case Description** = Employer Name
- **Accident Type** = None
- **Billing Group** = The matching Employer Billing Group that is linked to the Employer Code.
- **Employer Code** = Employer code you just added to the account.
- **Fee Schedule** = The **Default Fee Schedule** for the Department Code linked to the Employer Code, if one exists. This ensures the alternate fees for this Employer will populate for procedures in *Procedure Entry* when this Case is selected.



Case Management

System Manager
EASTSIDE MEDICAL (1)

26848 - BUILDER, TOM

Case Type: INV Invoice Billing (INV) ✓

Case Description: WESTERN LANDSCAPING ✓

Accident Type: ☐ Job ☐ Auto ☐ Other ☒ None

Accident State:

Primary Diagnosis:

Date Last Worked: Date of Ill, Inj, Lmp:

Date of First Visit: Date First PCP Visit:

Start Total Disability: End:

Start Partial Disability: End:

Start Light Duty: End:

Date Unable to Work: Date Able to Work:

Discharge Date/MMI:

Restrictions:

Permanent Restrictions:

Billing Group: ZWEST WESTERN LANDSCAPING

Fee Schedule: LAND 2025 LANDSCAPING INC FEE SCHEDULE (LAND)

Insurance Primary:

Secondary:

Tertiary:

Statement Billing: ☒

Comment:

Doctor:

Therapist:

Referring Doctor:

Location:

Claim Number:

Adjuster Code:

Adjuster Name:

Adjuster Phone:

Adjuster Fax:

Case Manager Code:

Case Manager Name:

Case Manager Phone:

Case Manager Fax:

Employer: WEST WESTERN LANDSCAPING (WEST)

Termination Date:

Protocol:

Save Cancel

INVOICE BILLING ACCOUNTS

Each time a Department Code is created, a corresponding Invoice Billing patient account is automatically created. These accounts are special because:

- They contain all the procedures that will be included on the invoice.
- You cannot post procedures directly to an Invoice Billing account.
- They will not contain any Case information and you will be prevented from entering any.
- The Action Column buttons have been removed with the exception of **History**.
- The Billing Group Code created for the Department code will be stored on the account. For example, 'ZC-LAND' - to allow the printing of invoices and generating reports sorted by Billing Groups.
- They will not contain any insurance information and you will be prevented from entering any.

Change Patient Data		System Manager EASTSIDE MEDICAL (1)	
History <div>tasks</div> <div>inbox (8)</div> <div>calculator</div> <div>calendar</div> <div>rolodex</div> <div>cue cards</div> <div>help</div> <div>support</div>		<div> Patient LANDSCAPING INC (26834) 12345 W EVERGREEN WAY Phoenix, AZ 85021 Phone: (H) E-Mail: SS: BD: 01-01-1900 (125) DR: CATHY CASTNER, MD, DO (1) Ref DR: NO REFERRAL SOURCE, PCP: Stat: 1st Vis: 01-09-25 </div> <div> Billing Information BG: ZC-LAND Alert: N Emp: Work Phone: Stat: Send Stmt: N Prim Add: N Aging Msg: N Finance: N </div> <div> Primary Insurance Policy: Group: Eff/Dt: Assign: Liabil: Policy Holder: Employer: Term/Dt: Deduct: 0.00 Copay: 0.00 </div>	
		<div> Guarantor LANDSCAPING INC , 12345 W EVERGREEN WAY Phoenix, AZ 85021 Phone: (H) E-Mail: SS: BD: 01-01-1900 (125) Last Pat Pmt: Last Pat Pmt Amt: 0.00 Last Ins Pmt: Last Ins Pmt Amt: 0.00 Last Visit: Last Statement: Patient Balance: 0.00 Patient Collection Balance: 0.00 Insurance Balance: 0.00 Account Balance: 0.00 </div> <div> Case Management </div> <div> Secondary Insurance Policy: Group: Eff/Dt: Assign: Liabil: Policy Holder: Employer: Term/Dt: Deduct: 0.00 Copay: 0.00 </div>	
		<div> <div>Q</div> <div>Cancel</div> </div>	

POSTING PROCEDURES FOR INVOICE BILLING

Using Purchase Orders (PO's)

If you need to enter PO numbers for procedures for specific patients, you should create a **Batch #** for each individual purchase order and select the Batch when posting. You should start all PO Batch numbers with the letters 'PO'.

Create a Batch

Batch Number

PO01142025

Default Last Batch

☒

Unposted Procedures

If the data is received via an interface, the first step to posting procedures would be to access *Unposted Procedures* and follow the normal process to select patients and post the procedures.

Unposted Procedures											
System Manager EASTSIDE MEDICAL (1)											
New Patients (1)	Sta	Source	Account	Patient Name	Procedure Description	Superbill	Dept	P	Dr	I	Loc
Change Batch	<input type="checkbox"/>	Procedure Entry	26125	JONES, SAMANTHA	DRUG TEST PRSMV INSTRMNT		C-FLR - FLOWERS INTERNATIONAL	1	1	1	02-25-25
Print				Case: 3 - RUBY'S FLOWERS							80306
Print to Excel	<input type="checkbox"/>	DAQ	26863.1	GLAMOUR, ANA	URINALYSIS NONAUTO W/SCOPE		C-FLR - FLOWERS INTERNATIONAL	1	1	1	02-14-25
Add/Edit Filter				Case: 2 - RUBY'S FLOWERS							81000
Remove Filter				Conversion Billing Group							11.11
Journal	<input type="checkbox"/>	E-Superbill	26599	ENGLISH, AMY	OFFICE O/P EST MOD 30 MIN	10931.7	C-NORD - NORDSTORM	1	1	1	03-05-25
Refresh				Case: 1 - FSL NORDSTORM							99214
Audit Log				Incomplete or missing attachment: Authorization.							325.00
	<input type="checkbox"/>	Procedure Entry	26712	FOX, WILEY	COMPREHENSIVE METABOLIC PANEL		POP - POPULAR TREE TRIMMERS	1	1	1	03-19-25
				Case: 1 - NORTH SIDE ARBORISTS	VEN BLOOD COLL SNF/HHA						80053
											12.00
											0
											0
											7.00
											0

If you entered a value in the **Maximum # of Encounters to Display** field in the *Unposted Procedures Integration*, a Filter will be automatically applied and will only display that quantity of encounters.

Unposted Procedures											
SYSTEM MANAGER Eastside Medical (1)											
*** Filter Applied *** (Displaying the first 1000 of 6415 encounters)											
<input type="checkbox"/>	Sta	Source	Account	Patient Name	Superbill	DOS	CPT	Procedure Description	Billing Group	Amt	
<input type="checkbox"/>	File	10		TWILLA, GENEVA	02-01-18	99214		OFFICE O/P EST MOD 30 MIN	BC	135.00	
				CGM webCODER Validation Failed.							
				One or more Authorization attachments may be required.							
<input type="checkbox"/>	E-Superbill	23936		ANDERSON, ANDY	77.8	09-09-21	99211	THIS IS A NOTE	BS	26.00	
				CGM webCODER Validation Failed.							
				One or more Authorization attachments may be required.							
				Diagnosis/CPT cross-linking table error 99212 for Diagnosis							
				E08.00.							
					09-09-21	99212		OFFICE O/P EST SF 10 MIN		1.02	

If you elected to have the **NF Modifier** added to charges (*in the Invoice Billing Integration*) when the **Bill Type** comes over in the interface as **Patient**, it will be added to any existing modifiers on the charges and not overwrite them.

You should always check if any un-registered patients exist from the interface data to ensure those accounts are cleaned up.

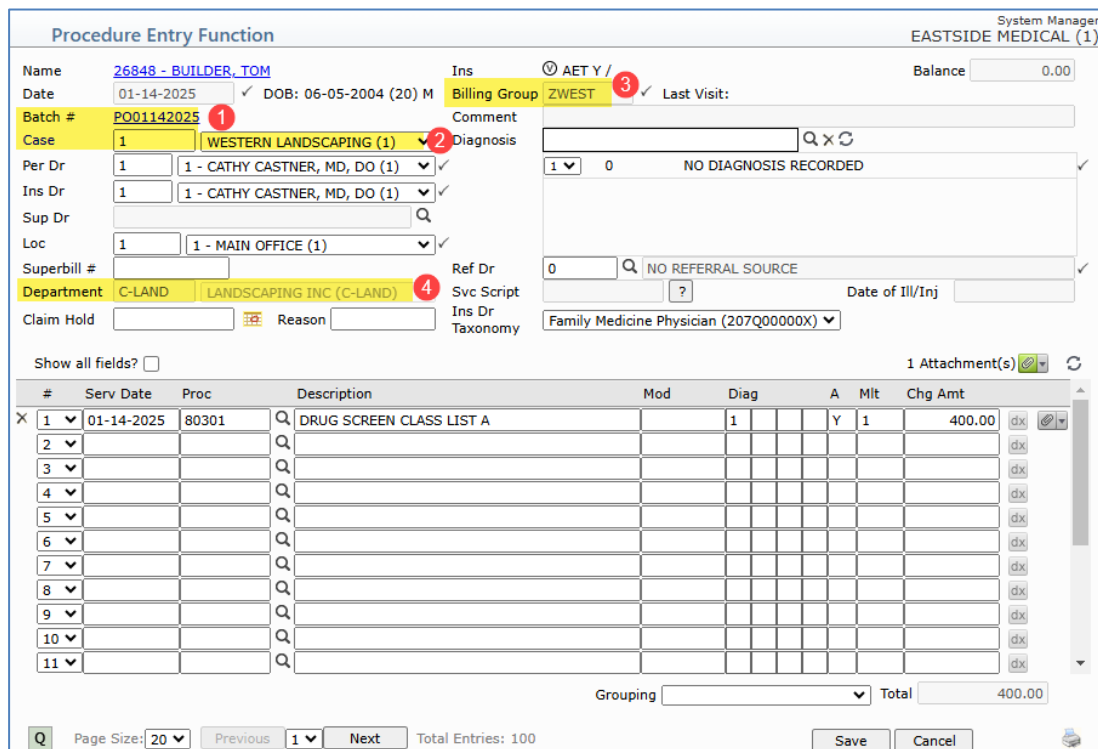
Un-Registered Patients									
System Manager EASTSIDE MEDICAL (1)									
Refresh	Patient Name	SSN	Date of Birth	Sex	Dr	Loc	Source	Unposted Procedures	
Print	DIXON, ROBIN	4365	02-05-	F	1	OFF	LDQ	1	

Procedure Entry


Whether you are entering procedures manually or have selected a patient from *Unposted Procedures*, the following data should be entered (or confirmed) upon accessing *Procedure Entry*:

1. Select the **Batch** for the PO #, if applicable.
2. Select the **Invoice Billing Case** – this is critical to ensure the proper Billing Group, Employer, Department and Fee Schedule (if applicable) are posted with the procedures and it also triggers the Invoice Billing programs to post the procedures to the Invoice Billing account.
3. The **Billing Group** for the Employer displays and cannot be edited. If it is not correct, you would first need to edit the Case on the patient's account to edit the Employer Code and the Billing Group tied to it and then proceed with posting.
4. The **Department** that is linked to the Employer stored in the Invoice Billing Case will default and cannot be edited. If it is not correct, you would first need to edit the Case on the patient's account to edit the Department linked to the Employer Code and then proceed with posting.

Note: See the *Editing Unposted Invoice Billing Procedures* section for additional information when making edits.



Procedure Entry Function System Manager EASTSIDE MEDICAL (1)

Name: 26848 - BUILDER, TOM Ins: AET Y / Balance: 0.00
 Date: 01-14-2025 ✓ DOB: 06-05-2004 (20) M Billing Group: ZWEST (3) Last Visit:
 Batch #: PO01142025 (1) Comment:
 Case: 1 WESTERN LANDSCAPING (1) (2) Diagnosis: 1 0 NO DIAGNOSIS RECORDED ✓
 Per Dr: 1 1 - CATHY CASTNER, MD, DO (1) ✓
 Ins Dr: 1 1 - CATHY CASTNER, MD, DO (1) ✓
 Sup Dr: Loc: 1 1 - MAIN OFFICE (1) ✓
 Superbill #: Ref Dr: 0 NO REFERRAL SOURCE ✓
 Department: C-LAND LANDSCAPING INC (C-LAND) (4) Svc Script: ? Date of Ill/Inj:
 Claim Hold: Reason: Ins Dr: Family Medicine Physician (207Q00000X) Taxonomy:
 Show all fields? ☐ 1 Attachment(s) 

#	Serv Date	Proc	Description	Mod	Diag	A	Mlt	Chg Amt
1	01-14-2025	80301	DRUG SCREEN CLASS LIST A		1		Y	400.00
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

Grouping: Total: 400.00

Page Size: 20 Previous 1 Next Total Entries: 100 Save Cancel

When the procedures are posted to the patient's account, a copy of the procedures are posted to the corresponding Invoice Billing account for the Department. This allows you to see both non-invoice procedures and invoice procedures when you view the Transaction History for a patient. It also allows invoice procedures for multiple patients to be posted to a single Invoice Billing account and print a single Invoice for the Department Code.

PATIENT ACCOUNT TRANSACTION HISTORY

When invoice procedures are posted to a patient's account, they are posted with:

- Zero-dollar charge amounts
- Procedure Code **INV**
- The Description containing the Procedure Code and Procedure Description.
- The Case information so the Department code and Employer Billing Group are tied to the procedures.

System Manager
EASTSIDE MEDICAL (1)

Transaction History

Patient:
26848 - BUILDER, TOM
444 N ASPEN ST
Phoenix, AZ 85026
(H) 602-555-5555

A - All Cases
Encounter
Date of Service
From Thru Go
Actions...

Encounter 12757 - 01/14/2025

Case 1 - WESTERN LANDSCAPING
Billing Group ZWEST
ICD-9 Diagnosis Code(s):
0 - NO DIAGNOSIS RECORDED
ICD-10 Diagnosis Code(s):
Z02.1 - Encounter for pre-employment examination

Idaho Patient Act

Service Date	Code	Description	\$ Charge	\$ Ins Bal	\$ Pat Bal	\$ Tot Bal	Ins Img
01/14/2025	INV	80306-DRUG TEST PRSMV INSTRMNT	\$0.00	\$0.00	\$0.00	\$0.00	
Totals:			\$0.00	\$0.00	\$0.00	\$0.00	

Last Saved 01/14/2025 02:57PM by MGR

If you review the *Transaction Details*, the Department Code, Name and Invoice Billing Account # display, in addition to the Case.

Transaction History for 26848 - BUILDER, TOM

Accounting Date 01-14-2025
Procedure Code INV - Employer Responsible
Procedure Amount 0.00 (1@0.00)
Per Dr/Ins Dr 1 - CATHY CASTNER, MD, DO/1
Ins Dr Taxonomy Family Medicine Physician (207Q00000X)
Location 1 - MAIN OFFICE
Department C-LAND - LANDSCAPING INC (26834)
Ref Dr
Alt. Desc. 80306-DRUG TEST PRSMV INSTRMNT
Case 1 - WESTERN LANDSCAPING

Service Date 01-14-2025
ICD-9: 0
ICD-10: Z02.1
Encounter ICD-9 0
DX's
Encounter ICD-10 Z02.1
DX's
Sup#: Ins:
Batch: PO01142025 Asgn: Y
Amount Remaining \$ 0.00
Claim Hold Date:
Claim Hold Reason:
Invoice #:

Acct Date	Date	Code	Description	Dr	Lc	Diagnosis	Amount	Applied	I	Img
-----------	------	------	-------------	----	----	-----------	--------	---------	---	-----

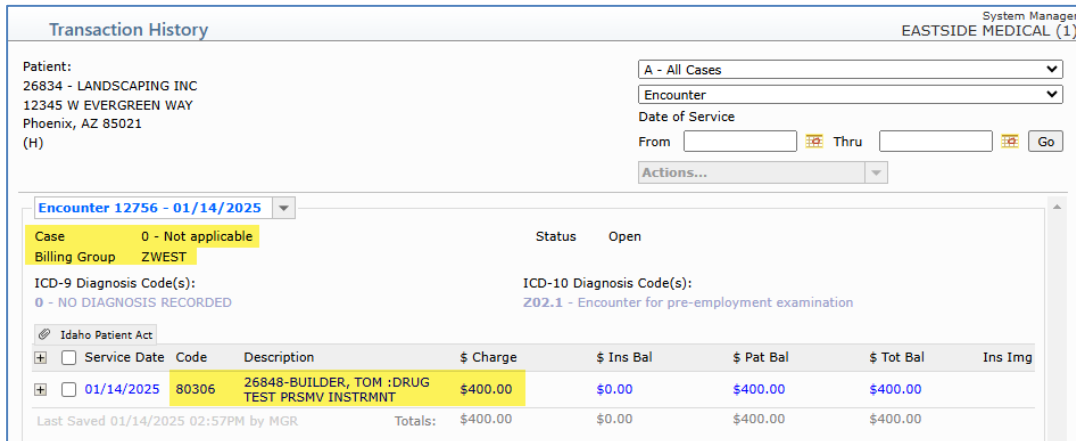
Date	Time	Carrier	Action	User	Amount
------	------	---------	--------	------	--------

Close

INVOICE BILLING ACCOUNT TRANSACTION HISTORY

A copy of the invoice procedures posted to the patient's account are posted the Invoice Billing Account with:

- The actual Procedure Code.
- The Charge amount.
- The Description contains the patient's account number and the Procedure Code description.
- No Case information, since this account can contain multiple patient's procedures that would each contain different Case data, which could amount to hundreds of Cases.



Transaction History System Manager
EASTSIDE MEDICAL (1)

Patient:
26834 - LANDSCAPING INC
12345 W EVERGREEN WAY
Phoenix, AZ 85021
(H)

A - All Cases
Encounter
Date of Service
From Thru Go
Actions...

Encounter 12756 - 01/14/2025

Case 0 - Not applicable
Billing Group ZWEST
Status Open

ICD-9 Diagnosis Code(s):
0 - NO DIAGNOSIS RECORDED

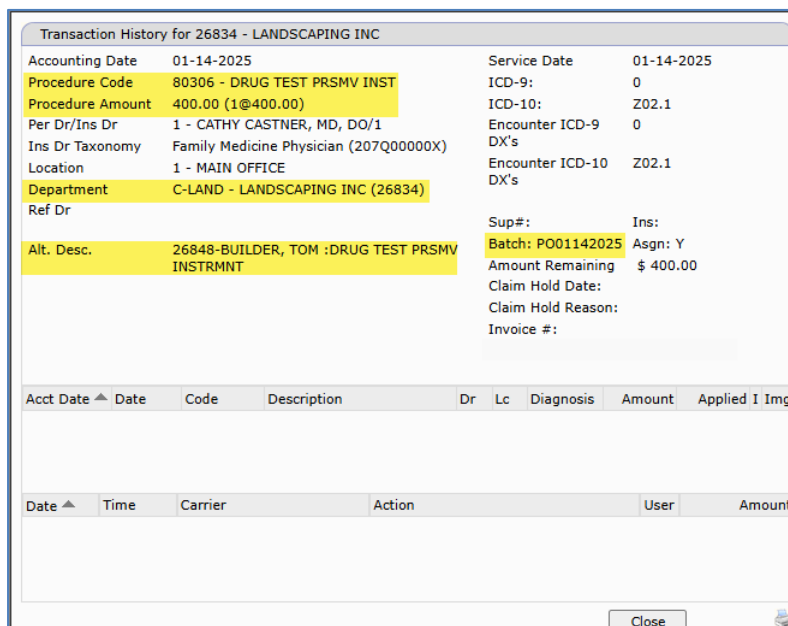
ICD-10 Diagnosis Code(s):
Z02.1 - Encounter for pre-employment examination

Idaho Patient Act:

Service Date	Code	Description	\$ Charge	\$ Ins Bal	\$ Pat Bal	\$ Tot Bal	Ins Img
01/14/2025	80306	26848-BUILDER, TOM :DRUG TEST PRSMV INSTRMNT	\$400.00	\$0.00	\$400.00	\$400.00	

Last Saved 01/14/2025 02:57PM by MGR Totals: \$400.00 \$0.00 \$400.00 \$400.00

If you review the *Transaction Details*, the Department Code, Name and Invoice Billing Account # display. After the invoice has been printed, the Invoice number will also display.



Transaction History for 26834 - LANDSCAPING INC

Accounting Date 01-14-2025 Service Date 01-14-2025

Procedure Code 80306 - DRUG TEST PRSMV INST ICD-9: 0

Procedure Amount 400.00 (1@400.00) ICD-10: Z02.1

Per Dr/Ins Dr 1 - CATHY CASTNER, MD, DO/1 Encounter ICD-9 0

Ins Dr Taxonomy Family Medicine Physician (207Q00000X) DX's

Location 1 - MAIN OFFICE Encounter ICD-10 Z02.1

Department C-LAND - LANDSCAPING INC (26834) DX's

Ref Dr

Sup#: Ins:

Alt. Desc. 26848-BUILDER, TOM :DRUG TEST PRSMV INSTRMNT Batch: PO01142025 Asgn: Y

Amount Remaining \$ 400.00

Claim Hold Date:

Claim Hold Reason:

Invoice #:

Acct Date	Date	Code	Description	Dr	Lc	Diagnosis	Amount	Applied I	Img
-----------	------	------	-------------	----	----	-----------	--------	-----------	-----

Date	Time	Carrier	Action	User	Amount
------	------	---------	--------	------	--------

Close

EDITING UNPOSTED INVOICE BILLING PROCEDURES

When procedures are stored in *Unposted Procedures* and you need to edit the information, you will need to perform the following steps to ensure the corrected data is pulled into the encounter prior to posting. There are two workflows available for editing the data. You can either start by accessing the *Unposted Procedures* function or you can start by accessing the patient's account in the *Change Patient Data* function. The following scenarios and steps provided are when you start by accessing the *Unposted Procedures* function.

If you need to change the Department linked to the Employer:

1. Change the Department linked to the Employer Code in the Employer Code Table.
2. Access the procedures already stored in *Unposted Procedures* for the patient.
3. Click the *patient account # link* to access *Change Patient Data*.
4. Terminate the Employer currently stored on the patient's account that was linked to the wrong Department Code, then add the Employer Code back to the patient's account.
5. Cancel out of the patient's account to return to *Unposted Procedures*.
6. Change the **Case** to '**0-Not Applicable**' (*the screen will automatically refresh*).
7. Select the Invoice Billing Case (*the screen will automatically refresh*).
8. Confirm the corrected data populated in the encounter.
9. Post the procedures.

If you need to change the Employer/Billing Group within the Case:

1. Access the procedures already stored in *Unposted Procedures* for the patient.
2. Click the *patient account # link* to access *Change Patient Data*.
3. Terminate the Employer currently stored on the patient's account then add the correct Employer to the patient's account.
4. Confirm the Case was automatically created for that Employer.
5. Terminate the Case for the old Employer on the patient's account.
6. Cancel out of the patient's account to return to *Unposted Procedures*.
7. Select the Invoice Billing Case (*the screen will automatically refresh*).
8. Confirm the corrected data populated in the encounter.
9. Post the procedures.

If you need to add a Fee Schedule to the Case:

1. Access the procedures already stored in *Unposted Procedures* for the patient.
2. Click the *patient account # link* to access *Change Patient Data*.
3. Edit the Case and add the **Fee Schedule**.
4. Cancel out of the patient's account to return to *Unposted Procedures*.
5. On a new procedure line, enter the same procedure code(s) listed in the screen to have the alternate fee populate.
6. Delete the incorrect procedure code(s) by clicking the 'X' to the left of the procedure line.
7. Post the procedures.

If you need to change the encounter from patient billing to invoice (client) billing:

If a message comes through the interface as patient/insurance billing, the Employer Code will not be automatically created by the interface, so you must create it prior to editing the encounter.

- Access the procedures already stored in *Unposted Procedures* for the patient.
- Click the *patient account # link* to access *Change Patient Data*.
- Click the **Employers** Action Column button.
 - Click the magnifying glass icon for the **Employer Code** field to access the Table Search window.
 - Click **Add item** – add the employer’s information then **select the “C-” Department Code prior to clicking Save.**
 - When the new **Employer Code** displays in the Table Search window, select it.
 - Complete any additional fields applicable for the Employer and click **Save**.
 - Click **Cancel** to return to the *Patient Summary Screen*. Confirm the Case was automatically created for that Employer, then click **Cancel** to return to *Unposted Procedures*.
- Select the **Case** for the Employer. Confirm the **Department** and **Billing Group** fields updated with the invoice billing codes. Click **Save** to post the encounter.

If you need to change the encounter from invoice (client) billing to patient/insurance billing:

- Access the procedures already stored in *Unposted Procedures* for the patient.
- Remove the **Case**.
- Confirm the Department and Billing Group no longer display invoice billing codes. Click **Save** to post the encounter.

Note: An additional workflow you can use is to start by accessing the patient’s account in the *Change Patient Data* function. After you have printed a list of the unposted procedures to Excel, you can then edit those accounts and post the encounter directly from the *Change Patient Data* function.

1. Access *Unposted Procedures* and click the **Filter** Action Column button. Insert the data you want to identify the encounters/patient accounts that you need to edit.
2. When the *Unposted Procedures* screen redisplay, click the **Print to Excel** Action Column button to print the spreadsheet.
3. Exit *Unposted Procedures* and access *Change Patient Data*.
4. Make the necessary changes and then click the **Transactions** Action Column button. Click the **Procedures** Action Column button to proceed with posting the encounter.

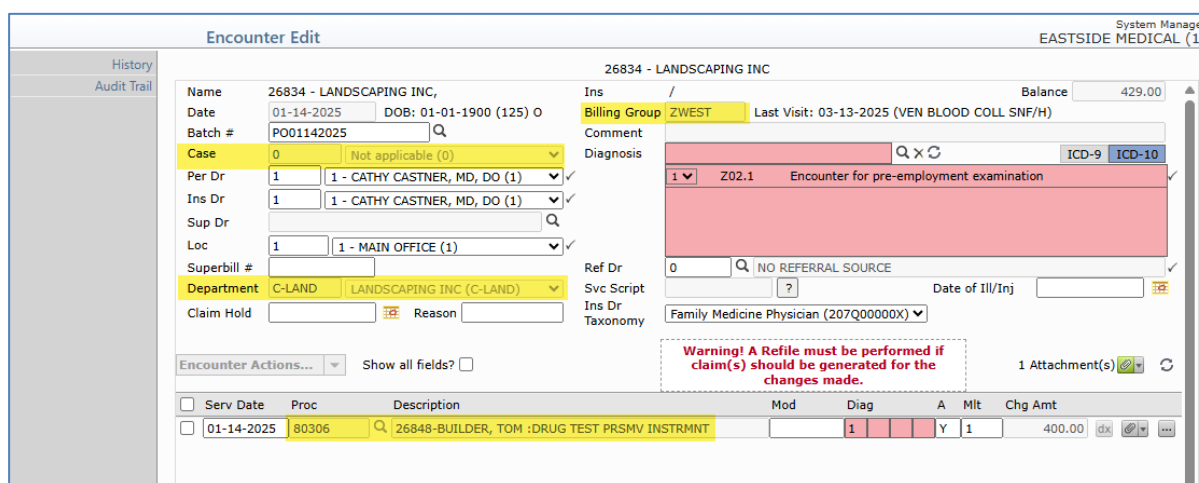
EDITING POSTED INVOICE BILLING ENCOUNTERS

If you need to edit an encounter on either the patient's account or the invoice billing account, you must make the same edits to both accounts. If you edit the patient's account, the edits will not automatically be made to the invoice billing account and vice versa.

IMPORTANT: If you need to edit the Department, Employer, Billing Group, Case information, Procedure Code, or Procedure Description, you will need to reverse the encounter on both accounts.

The reasons for this are because:

- You are unable to edit any of the Case information on the invoice billing account, since the Case information is not stored on that account.
- The Procedure code and Description must be controlled by the process of posting to the patient's account and allowing the system to perform all the background steps to ensure everything is posted properly to both the invoice billing account and the patient's account.



At this time, the only way to correct the information is to reverse the encounters on both accounts, make the necessary corrections and then re-post the procedures to the patient's account. This triggers the corrected information and procedures to re-post to the invoice billing account.

EDITING POSTED NON-INVOICE BILLING ENCOUNTERS

IMPORTANT: If you need to edit a non-Invoice Billing encounter on the patient's account because it should have been posted as an Invoice Billing encounter, you will need to reverse the encounter and re-post it. Follow the normal process so that the charges are posted to the Invoice Billing Account and the patient's account properly using the Case, Department and Employer information.

You will not be able to select any Invoice Billing Cases, Departments or Billing Groups for non-Invoice Billing encounters when editing encounters.

PRINTING INVOICES AND STATEMENTS

Statements for Non-Invoice Procedures

When you need to print regular patient statements for non-invoice procedures, you would print for **All** Billing Groups for **Statement Type 6**.

Generate/Print Patient Statements	
Billing Group (A/S)	<input checked="" type="radio"/> All <input type="radio"/> Select ✓
Billing Group	<input type="text"/> <input type="button" value="Q"/>
Statement Type	8 1/2 X 11 Patient Balance Statements (6) ✓

Invoices for Invoice Procedures

When you need to print invoices for invoice procedures, you should print for **All** Billing Groups for **Statement Type 12**. **Note:** Leave the **Billing Group** field blank to ensure all the invoices are generated properly.

Generate/Print Patient Statements	
Billing Group (A/S)	<input checked="" type="radio"/> All <input type="radio"/> Select ✓
Billing Group	<input type="text"/> <input type="button" value="Q"/>
Statement Type	Invoice Billing (12) ✓

You can print them in alphabetic or numeric order and should leave the **From Invoice Billing Acct** and **Through Invoice Billing Acct** fields blank, to ensure all invoices print. If any invoices that were previously printed still have outstanding balances, you can select the **Include Prev. Printed Invoices** check box, so they will print again using the original invoice number. Any new procedures that have never been printed on an invoice will be printed on a new invoice with a new invoice number.

Generate/Print Patient Statements	
Alpha or Numeric	<input type="radio"/> Alphabetic <input checked="" type="radio"/> Numeric
From Invoice Billing Acct	<input type="text"/>
Through Invoice Billing Acct	<input type="text"/>
Include Prev. Printed Invoices	<input type="checkbox"/>

Note:

- If there are any unapplied payments or adjustments on the invoice billing account, they will not print on the invoices. You should process the *Open Credit Report* prior to printing invoices to ensure the correct account balances are printed on the invoices.

EDITING INVOICES

After an invoice has been printed and assigned an Invoice #, you are able to remove procedures from the invoice, but you cannot add more procedures to it. Even if the additional procedures contain the same PO # as the original invoice, they must print on a new invoice.



INVOICE MANAGEMENT

After invoices have been printed, you can use this function to look-up, view, sort, reprint invoices and post payments. When you first access the function, a list of all invoices printed for the past 90 days will be displayed including:

- Invoice #
- Invoice Billing Acct #
- Account Name
- Dept Code – The code associated with the Invoice Billing account
- Purchase Order # (PO) - If one was included on the Invoice
- Invoice Date - The date the invoice was first printed
- Invoice Amount - The total amount owing when the invoice was first printed
- Invoice Balance - The current amount owing for the invoice
- Acct Balance - The total balance currently owing on the invoice billing account
- Invoice Last Printed – Displays the last time an invoice was printed or reprinted from within this function or when you print using the *Generate/Print* function. Note: A date will only be added for any new invoices printed using the *Generate/Print* function after the v2025.2.0 update has been installed.

Invoice Management										System Manager EASTSIDE MEDICAL (1)	
Add/Edit Filter		*** Filter Applied ***									
Remove Filter		(From Printing Date = '01-01-2025', Type of Invoices = 'Unpaid')									
Invoice # ▼	Acct #	Acct Name	Dept Code	PO #	Invoice Date	Invoice Amt	Invoice Balance	Acct Balance	Invoice Last Printed		
012025.62	26834	LANDSCAPING INC	C-LAND	PO01142025	01-14-2025	400.00	400.00	1104.00	04-03-2025		
022025.68	26729	Home Renovation	HR		02-20-2025	975.00	975.00	2072.87	04-03-2025		
032025.93	26701	POPULAR TREE TRIMMERS	POP		03-11-2025	65.00	56.00	2381.00	04-03-2025		
032025.100	26834	LANDSCAPING INC	C-LAND		03-13-2025	29.00	29.00	1104.00	04-03-2025		
032025.103	26856	JCPENNY CORPORATION	C-JCPENNY		03-13-2025	772.87	722.87	1850.42	04-03-2025		
032025.109	26855	HOLLISTER COMPAY	C-HOLLISTE		03-18-2025	1210.55	545.55	540.55	04-03-2025		
032025.112	26856	JCPENNY CORPORATION	C-JCPENNY		03-18-2025	1057.55	1042.55	1850.42	04-03-2025		
032025.120	26850	FLOWERS INTERNATIONAL	C-FLR		03-20-2025	700.00	700.00	700.00	04-03-2025		
032025.127	26824	NORDSTORM	C-NORD		03-20-2025	177.00	177.00	9799.76	04-03-2025		
032025.128	26834	LANDSCAPING INC	C-LAND	PO55LAS	03-20-2025	19.00	19.00	1104.00	04-03-2025		
032025.129	26834	LANDSCAPING INC	C-LAND		03-20-2025	856.00	656.00	1104.00	04-03-2025		
032025.137	26824	NORDSTORM	C-NORD	PO03212025	03-21-2025	62.32	62.32	9799.76	04-03-2025		
032025.165	26856	JCPENNY CORPORATION	C-JCPENNY	POAN03282024	03-28-2025	147.00	100.00	1850.42	04-03-2025		

You can filter the results on the screen by using the **Add/Edit Filter** Action Column button.

Invoice Management Filter	
Invoice Number	<input type="text"/>
From Printing Date	11-26-2024  Through <input type="text"/> 
Invoice Billing Acct#	<input type="text"/>
Display Invoices	<input type="radio"/> Paid <input type="radio"/> Unpaid <input checked="" type="radio"/> All
Purchase Order #	<input type="text"/>

You can view an individual invoice by clicking anywhere in the row for the invoice. After you have selected an invoice from the list, the invoice will display the current amount owing. The Action Columns buttons provide a toggle button to switch back and forth between the **Current View** and **Original View**.

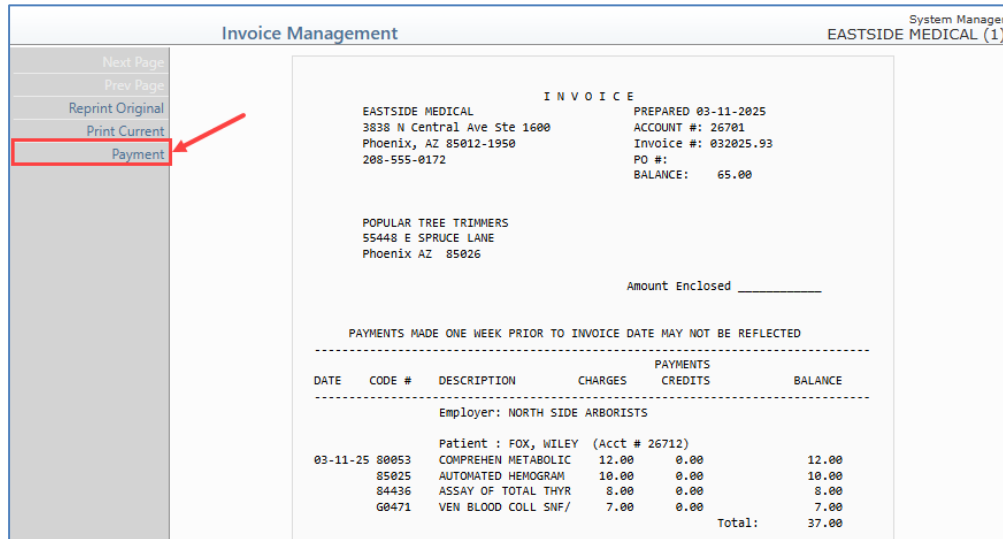
Invoice Management		System Manager EASTSIDE MEDICAL (1)																																				
Next Page	<div style="border: 1px solid red; padding: 2px; display: inline-block;">CURRENT INVOICE VIEW</div>																																					
Prev Page																																						
Original View																																						
Print																																						
Payment																																						
Print to Excel																																						
<div> <div> <p>EASTSIDE MEDICAL 3838 N Central Ave Ste 1600 Phoenix, AZ 85012-1950 208-555-0172</p> <p>FLOWERS INTERNATIONAL 1234 ROSE LAND Phoenix AZ 85026</p> <p>Amount Enclosed _____</p> <p>PAYMENTS MADE ONE WEEK PRIOR TO INVOICE DATE MAY NOT BE REFLECTED</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>CODE #</th> <th>DESCRIPTION</th> <th>CHARGES</th> <th>PAYMENTS CREDITS</th> <th>BALANCE</th> </tr> </thead> <tbody> <tr> <td colspan="6">Employer: PETUNIA'S FLOWER SHOP</td> </tr> <tr> <td colspan="6">Patient : FLOWER, ROSE (Acct # 26724)</td> </tr> <tr> <td>08-15-25</td> <td>85025</td> <td>AUTOMATED HEMOGRAM</td> <td>50.00</td> <td>0.00</td> <td>50.00</td> </tr> <tr> <td></td> <td>36415</td> <td>BLOOD DRAW</td> <td>10.00</td> <td>0.00</td> <td>10.00</td> </tr> <tr> <td colspan="5">Total:</td> <td>60.00</td> </tr> </tbody> </table> </div> <div> <p>PREPARED 08-27-2025 ACCOUNT #: 26850 Invoice #: 082025.235 BALANCE: 60.00</p> </div> </div>			DATE	CODE #	DESCRIPTION	CHARGES	PAYMENTS CREDITS	BALANCE	Employer: PETUNIA'S FLOWER SHOP						Patient : FLOWER, ROSE (Acct # 26724)						08-15-25	85025	AUTOMATED HEMOGRAM	50.00	0.00	50.00		36415	BLOOD DRAW	10.00	0.00	10.00	Total:					60.00
DATE	CODE #	DESCRIPTION	CHARGES	PAYMENTS CREDITS	BALANCE																																	
Employer: PETUNIA'S FLOWER SHOP																																						
Patient : FLOWER, ROSE (Acct # 26724)																																						
08-15-25	85025	AUTOMATED HEMOGRAM	50.00	0.00	50.00																																	
	36415	BLOOD DRAW	10.00	0.00	10.00																																	
Total:					60.00																																	

If there are multiple pages for the invoice, you can use the **Next Page** and **Prev Page** Action Column buttons to navigate through them. When you are done viewing the invoice, click **Cancel** to return to the main Invoice Management screen.

You can use the **Print** Action Column button to print the invoice currently displayed on your screen. You can also use the **Print to Excel** Action Column button to print the invoice to Excel. The 'current view' of the invoice will be printed, regardless of the view currently displayed on the screen. All transactions for the Invoice will print on a single sheet in Excel (*even if the invoice displays on multiple pages*). **Note:** The Excel invoice will not include Payments/Credits, Balance Aging amounts, or Statement comments. You will need to manually apply any text or column formatting you prefer to use. See the *Invoice Samples* section of this document to view a sample Excel invoice.

Posting a Payment

You can post a payment to the account directly from within the *Invoice Management* function. After you have selected an invoice from the list, the **Payment** Action Column button appears, which will take you to *Payment Entry* for the account associated with the invoice.



Invoice Management System Manager EASTSIDE MEDICAL (1)

Next Page
Prev Page
Reprint Original
Print Current
Payment

INVOICE

EASTSIDE MEDICAL
3838 N Central Ave Ste 1600
Phoenix, AZ 85012-1950
208-555-0172

PREPARED 03-11-2025
ACCOUNT #: 26701
Invoice #: 032025.93
PO #:
BALANCE: 65.00

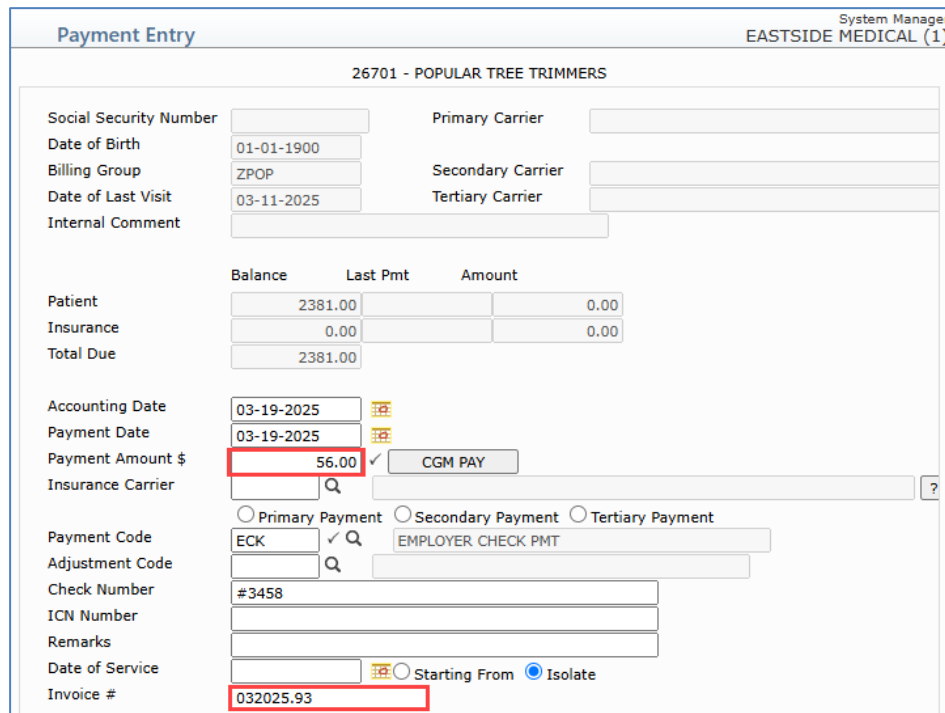
POPULAR TREE TRIMMERS
55448 E SPRUCE LANE
Phoenix AZ 85026

Amount Enclosed _____

PAYMENTS MADE ONE WEEK PRIOR TO INVOICE DATE MAY NOT BE REFLECTED

DATE	CODE #	DESCRIPTION	CHARGES	PAYMENTS CREDITS	BALANCE
Employer: NORTH SIDE ARBORISTS					
03-11-25	80053	Patient : FOX, WILEY (Acct # 26712)	12.00	0.00	12.00
	85025	COMPREHENSIVE METABOLIC	10.00	0.00	10.00
	84436	AUTOMATED HEMOGRAM	8.00	0.00	8.00
	60471	ASSAY OF TOTAL THYR	7.00	0.00	7.00
		VEN BLOOD COLL SNF/			
Total:					37.00

After you enter the **Batch Number** (if applicable) and click **Save**, the *Payment Entry* screen will display. The current balance for the invoice automatically populates the **Payment Amount** field and the **Invoice #** field contains the invoice number for the invoice you were viewing.



Payment Entry System Manager EASTSIDE MEDICAL (1)

26701 - POPULAR TREE TRIMMERS

Social Security Number _____ Primary Carrier _____
Date of Birth 01-01-1900 _____
Billing Group ZPOP _____ Secondary Carrier _____
Date of Last Visit 03-11-2025 _____ Tertiary Carrier _____
Internal Comment _____

	Balance	Last Pmt	Amount
Patient	2381.00		0.00
Insurance	0.00		0.00
Total Due	2381.00		

Accounting Date 03-19-2025
Payment Date 03-19-2025
Payment Amount \$ **56.00** ✓ CGM PAY
Insurance Carrier _____ ?

☐ Primary Payment ☐ Secondary Payment ☐ Tertiary Payment
Payment Code ECK ✓ EMPLOYER CHECK PMT
Adjustment Code _____
Check Number #3458
ICN Number _____
Remarks _____
Date of Service _____ Starting From ☒ Isolate
Invoice # **032025.93**

After you complete the necessary payment fields, click **Save** to proceed to the *Payment Allocation* screen, where only the open items for the **Invoice #** entered will be displayed, along with the **Invoice #**.

Note: If you access *Payment Entry* directly from the *Transactions* menu, you can enter the invoice number you want to pay in the **Invoice #** field and the *Payment Allocation* screen will only display the open items for the **Invoice #** entered, along with the **Invoice #**.

Payment Entry System Manager
EASTSIDE MEDICAL (1)

26701 - POPULAR TREE TRIMMERS

Patient Number:	26701	Balance Due:	2369.00
Patient Name:	POPULAR TREE TRIMMERS	Payment Amount:	56.00
Accounting Date:	03-19-2025	Denial Amount:	0.00
Primary Carrier:		Adjustment Amount:	0.00
Secondary Carrier:		Payment Remaining:	44.00
Tertiary Carrier:		Amount Allocated:	12.00

Invoice # 032025.93

Date	Code	Dr	Org Amt	Allow	Payment	Adjust	Deny	Ins/Bal	Pat/Bal	Sta	Act
03-11-25	80053	1	12.00	12.00	12.00						<input type="checkbox"/>
03-11-25	85025	1	10.00	10.00				0.00	10.00		<input type="checkbox"/>
03-11-25	84436	1	8.00	8.00				0.00	8.00		<input type="checkbox"/>
03-11-25	G0471	1	7.00	7.00				0.00	7.00		<input type="checkbox"/>
03-11-25	80053	1	12.00	12.00				0.00	12.00		<input type="checkbox"/>
03-11-25	G0471	1	7.00	7.00				0.00	7.00		<input type="checkbox"/>

You can click the **Oldest** Action Column button to automatically allocate the payment to the open items.

Payment Entry System Manager
EASTSIDE MEDICAL (1)

26701 - POPULAR TREE TRIMMERS

Patient Number:	26701	Balance Due:	2325.00
Patient Name:	POPULAR TREE TRIMMERS	Payment Amount:	56.00
Accounting Date:	03-19-2025	Denial Amount:	0.00
Primary Carrier:		Adjustment Amount:	0.00
Secondary Carrier:		Payment Remaining:	0.00
Tertiary Carrier:		Amount Allocated:	56.00

Invoice # 032025.93

Date	Code	Dr	Org Amt	Allow	Payment	Adjust	Deny	Ins/Bal	Pat/Bal	Sta	Act
03-11-25	80053	1	12.00	12.00	12.00						<input type="checkbox"/>
03-11-25	85025	1	10.00	10.00	10.00						<input type="checkbox"/>
03-11-25	84436	1	8.00	8.00	8.00						<input type="checkbox"/>
03-11-25	G0471	1	7.00	7.00	7.00						<input type="checkbox"/>
03-11-25	80053	1	12.00	12.00	12.00						<input type="checkbox"/>
03-11-25	G0471	1	7.00	7.00	7.00						<input type="checkbox"/>

After you have posted the payment, you will be returned to the main *Invoice Management* screen.

RE-PRINTING INVOICES

If you need to re-print an invoice, you can either use the Invoice Management function or you can follow the same steps when printing invoices, but you would indicate which Invoice Billing Account you want to re-print.

Generate/Print Patient Statements	
Alpha or Numeric	<input type="radio"/> Alphabetic <input checked="" type="radio"/> Numeric
From Invoice Billing Acct	26722
Through Invoice Billing Acct	26722

INVOICE SAMPLES

Single-Layer Invoice Billing

I N V O I C E					
EASTSIDE MEDICAL 3838 N Central Ave Ste 1600 Phoenix, AZ 85012-1950 208-555-0172			PREPARED February 15, 2024 ACCOUNT #: 5555555 Invoice #: 041524.## PO#: BALANCE: 732.00		
Employer Name 4444 Caspar St Phoenix AZ 85036-1045			Amount Enclosed _____		
PAYMENTS MADE ONE WEEK PRIOR TO STATEMENT DATE MAY NOT BE REFLECTED					
DATE	CODE #	DESCRIPTION	CHARGES	PAYMENTS CREDITS	BALANCE
Patient: Johnson, Noah (Acct #26597) Superbill #:					
12-02-23	99212	OV EST LEV 2	62.00		62.00
Patient: Smith, Fred (Acct #24321) Superbill #:					
02-02-24	99214	OV EST LEV 4	325.00		325.00
	36415	BLOOD DRAW	10.00		10.00
Patient: Thompson, Jerry (Acct #23146) Superbill #:					
02-14-24	99214	OV EST LEV 4	325.00		325.00
	36415	BLOOD DRAW	10.00		10.00
TOTALS					732.00
AGING: Current 30 Day 60 Day 90 Day 120 Day T O T A L					
732.00					732.00
PLEASE REMIT PAYMENT IMMEDIATELY. For Billing Questions call 602-277-6277.					
PLEASE PAY BALANCE ->					732.00

Two-Layer Invoice Billing

I N V O I C E					
EASTSIDE MEDICAL 3838 N Central Ave Ste 1600 Phoenix, AZ 85012-1950 208-555-0172			PREPARED February 15, 2024 ACCOUNT #: 5555555 Invoice #: 041524.## PO#: BALANCE: 732.00		
XYZ Construction 4444 Caspar St Phoenix AZ 85036-1045			Amount Enclosed _____		
PAYMENTS MADE ONE WEEK PRIOR TO STATEMENT DATE MAY NOT BE REFLECTED					
DATE	CODE #	DESCRIPTION	CHARGES	PAYMENTS CREDITS	BALANCE
Employer: ABC Electical					
Patient: Johnson, Noah (Acct #26597) Superbill #:					
12-02-23	99212	OV EST LEV 2	62.00		62.00
Patient: Smith, Fred (Acct #24321) Superbill #:					
02-02-24	99214	OV EST LEV 4	325.00		325.00
	36415	BLOOD DRAW	10.00		10.00
Employer: MMM Plumbing					
Patient: Thompson, Jerry (Acct #23146) Superbill #:					
02-14-24	99214	OV EST LEV 4	325.00		325.00
	36415	BLOOD DRAW	10.00		10.00
TOTALS					732.00
AGING:		Current 30 Day 60 Day 90 Day 120 Day	T O T A L		
		732.00	732.00		
PLEASE REMIT PAYMENT IMMEDIATELY. For Billing Questions call 602-277-6277.					
PLEASE PAY BALANCE ->					732.00

Two-Layer Invoice Billing with Patient Totals

I N V O I C E																																			
EASTSIDE MEDICAL 3838 N Central Ave Ste 1600 Phoenix, AZ 85012-1950 208-555-0172			PREPARED Mar 19, 2025 ACCOUNT #: 26701 Invoice #: 032025.93 PO#: BALANCE: 56.00																																
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> POPULAR TREE TRIMMERS 55448 E SPRUCE LANE Phoenix AZ 85026 </div> <div style="width: 50%; text-align: right;"> Amount Enclosed _____ </div> </div>																																			
PAYMENTS MADE ONE WEEK PRIOR TO INVOICE DATE MAY NOT BE REFLECTED																																			
<div style="display: flex; justify-content: space-between;"> DATE CODE # DESCRIPTION CHARGES PAYMENTS CREDITS BALANCE </div>																																			
<div style="text-align: center; background-color: #ffff00; padding: 2px 5px; margin-bottom: 5px;"> Employer: NORTH SIDE ARBORISTS </div> <div style="text-align: center; background-color: #ffff00; padding: 2px 5px; margin-bottom: 5px;"> Patient : FOX, WILEY (Acct # 26712) </div> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">03-11-25</td> <td style="width: 10%;">80053</td> <td style="width: 35%;">COMPREHEN METABOLIC</td> <td style="width: 10%;">12.00</td> <td style="width: 10%;">0.00</td> <td style="width: 20%; text-align: right;">12.00</td> </tr> <tr> <td></td> <td>85025</td> <td>AUTOMATED HEMOGRAM</td> <td>10.00</td> <td>0.00</td> <td style="text-align: right;">10.00</td> </tr> <tr> <td></td> <td>84436</td> <td>ASSAY OF TOTAL THYR</td> <td>8.00</td> <td>0.00</td> <td style="text-align: right;">8.00</td> </tr> <tr> <td></td> <td>G0471</td> <td>VEN BLOOD COLL SNF/</td> <td>7.00</td> <td>0.00</td> <td style="text-align: right;">7.00</td> </tr> <tr> <td colspan="5" style="text-align: right; background-color: #ffff00; padding: 2px 5px;"> Total: 37.00 </td> <td></td> </tr> </table>						03-11-25	80053	COMPREHEN METABOLIC	12.00	0.00	12.00		85025	AUTOMATED HEMOGRAM	10.00	0.00	10.00		84436	ASSAY OF TOTAL THYR	8.00	0.00	8.00		G0471	VEN BLOOD COLL SNF/	7.00	0.00	7.00	Total: 37.00					
03-11-25	80053	COMPREHEN METABOLIC	12.00	0.00	12.00																														
	85025	AUTOMATED HEMOGRAM	10.00	0.00	10.00																														
	84436	ASSAY OF TOTAL THYR	8.00	0.00	8.00																														
	G0471	VEN BLOOD COLL SNF/	7.00	0.00	7.00																														
Total: 37.00																																			
<div style="text-align: center; background-color: #ffff00; padding: 2px 5px; margin-bottom: 5px;"> Employer: WEST SIDE ARBORISTS </div> <div style="text-align: center; background-color: #ffff00; padding: 2px 5px; margin-bottom: 5px;"> Patient : FOX, JAMIE (Acct # 26718) </div> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">80053</td> <td style="width: 10%;"></td> <td style="width: 35%;">COMPREHEN METABOLIC</td> <td style="width: 10%;">12.00</td> <td style="width: 10%;">0.00</td> <td style="width: 20%; text-align: right;">12.00</td> </tr> <tr> <td></td> <td>G0471</td> <td>VEN BLOOD COLL SNF/</td> <td>7.00</td> <td>0.00</td> <td style="text-align: right;">7.00</td> </tr> <tr> <td colspan="5" style="text-align: right; background-color: #ffff00; padding: 2px 5px;"> Total: 19.00 </td> <td></td> </tr> </table>						80053		COMPREHEN METABOLIC	12.00	0.00	12.00		G0471	VEN BLOOD COLL SNF/	7.00	0.00	7.00	Total: 19.00																	
80053		COMPREHEN METABOLIC	12.00	0.00	12.00																														
	G0471	VEN BLOOD COLL SNF/	7.00	0.00	7.00																														
Total: 19.00																																			
TOTALS					56.00																														
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">AGING:</div> <div style="width: 55%; text-align: center;"> Current 30 Day 60 Day 90 Day 120 Day </div> <div style="width: 20%; text-align: center;">T O T A L</div> </div>																																			
56.00					56.00																														
Please contact us with any questions about your balance. For Billing Questions: (602) 277-6277																																			
PLEASE PAY INVOICE BALANCE ->					56.00																														

Two-Layer Invoice Billing with Patient Totals and Special Fees

I N V O I C E						
EASTSIDE MEDICAL 3838 N Central Ave Ste 1600 Phoenix, AZ 85012-1950 208-555-0172				PREPARED Apr 14, 2025 ACCOUNT #: 26834 Invoice #: 042025.197 BALANCE: 111.00		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> LANDSCAPING INC 12345 W EVERGREEN WAY Phoenix AZ 85021 </div> <div style="width: 50%;"> Amount Enclosed _____ </div> </div>						
PAYMENTS MADE ONE WEEK PRIOR TO INVOICE DATE MAY NOT BE REFLECTED						
DATES	CODE #	DESCRIPTION	CHARGES	PAYMENTS CREDITS	BALANCE	
<div style="background-color: #ffff00; padding: 2px;"> Employer: EASTERN LANDSCAPING Patient : BUILDER, FRED (Acct # 26871) </div>						
04-14-25	80053	COMPREHEN METABOLIC	12.00	0.00	12.00	
	85025	AUTOMATED HEMOGRAM	10.00	0.00	10.00	
					Total: 22.00	
<div style="background-color: #ffff00; padding: 2px;"> Employer: WESTERN LANDSCAPING Patient : BUILDER, ROSIE (Acct # 26872) </div>						
04-14-25	80053	COMPREHEN METABOLIC	12.00	0.00	12.00	
	G0471	VEN BLOOD COLL SNF/	7.00	0.00	7.00	
					Total: 19.00	
					Patient Subtotal: 41.00	
04-14-25	STAT	26872-BUILDER, ROSI	25.00	0.00	25.00	
		STAT FEE				
04-14-25	SPECPU	26871-BUILDER, FRED	20.00	0.00	20.00	
		SPECIMEN PICK-UP				
04-14-25	STAT	26871-BUILDER, FRED	25.00	0.00	25.00	
		STAT FEE				
					Special Fees Subtotal: 70.00	
TOTALS					111.00	
AGING:	Current	30 Day	60 Day	90 Day	120 Day	T O T A L
	111.00	0.00	0.00	0.00	0.00	111.00
YOUR ACCOUNT IS PAST DUE. PLEASE REMIT PAYMENT IMMEDIATELY. Please contact us with any questions about your balance! Thank you for choosing our practice for your health needs. We now have Saturday hours available, please call for appt.						
PLEASE PAY INVOICE BALANCE ->					111.00	

Excel Sample - Two-Layer Invoice Billing with Patient Totals and Special Fees

	A	B	C	D	E	F	G	H
1				INVOICE				
2	EASTSIDE MEDICAL					Prepared:	8/11/2025	
3	3838 N Central Ave Ste 1600					Account #:	26850	
4	Phoenix, AZ 85012-1950					Invoice #:	072025.230	
5	208-555-0172					PO #:	PO20250731MGR	
6								
7	FLOWERS INTERNATIONAL							
8	1234 ROSE LAND							
9	Phoenix AZ 85026							
10				Employer:	PETUNIA'S FLOWER SHOP			
11	Pt/Employee	Date of Service	Collected At	Superbill #	Procedure	Description	Charge	
12	FLOWER, ROSE (Acct # 26724)	7/31/2025	MAIN OFFICE		80053	COMPREHEN METABOLIC	\$ 25.00	
13	FLOWER, ROSE (Acct # 26724)	7/31/2025	MAIN OFFICE		85025	AUTOMATED HEMOGRAM	\$ 10.00	
14	FLOWER, ROSE (Acct # 26724)	7/31/2025	MAIN OFFICE		80061	LIPID PANEL BLOOD TEST	\$ 162.50	
15	FLOWER, ROSE (Acct # 26724)	7/31/2025	MAIN OFFICE		83036	GLYCATED HEMOGLOBIN	\$ 31.46	
16	FLOWER, ROSE (Acct # 26724)	7/31/2025	MAIN OFFICE		80202	ASSAY OF VANCOMYCIN	\$ 20.00	
17	FLOWER, ROSE (Acct # 26724)	7/31/2025	MAIN OFFICE		60471	VEN BLOOD COLL SNF/H	\$ 5.00	
18						Total:	\$ 253.96	
19				Employer:	RUBY'S FLOWERS			
20	FLOWER, FREESIA (Acct # 26726)	7/31/2025	MAIN OFFICE		80053	COMPREHEN METABOLIC	\$ 15.00	
21	FLOWER, FREESIA (Acct # 26726)	7/31/2025	MAIN OFFICE		85025	AUTOMATED HEMOGRAM	\$ 9.00	
22	FLOWER, FREESIA (Acct # 26726)	7/31/2025	MAIN OFFICE		80061	LIPID PANEL BLOOD TEST	\$ 162.50	
23	FLOWER, FREESIA (Acct # 26726)	7/31/2025	MAIN OFFICE		85651	RBC SED RATE NONAUT	\$ 10.00	
24	FLOWER, FREESIA (Acct # 26726)	7/31/2025	MAIN OFFICE		83036	GLYCATED HEMOGLOBIN	\$ 31.46	
25						Total:	\$ 227.96	
26	FLOWER, PANSY (Acct # 26727)	7/31/2025	MAIN OFFICE		80164	ASSAY DIPROPYLACETI	\$ 15.00	
27	FLOWER, PANSY (Acct # 26727)	7/31/2025	MAIN OFFICE		85025	AUTOMATED HEMOGRAM	\$ 9.00	
28						Total:	\$ 24.00	
29								
30						Patient Subtotal:	\$ 505.92	
31								
32	FLOWER, PANSY (Acct # 26727)	7/31/2025	MAIN OFFICE		STAT	STAT FEE	\$ 25.00	
33	FLOWER, FREESIA (Acct # 26726)	7/31/2025	MAIN OFFICE		STAT	STAT FEE	\$ 25.00	
34	FLOWER, ROSE (Acct # 26724)	7/31/2025	MAIN OFFICE		STAT	STAT FEE	\$ 25.00	
35						Special Fees Subtotal:	\$ 75.00	
36								
37						Total:	\$ 580.92	
38								