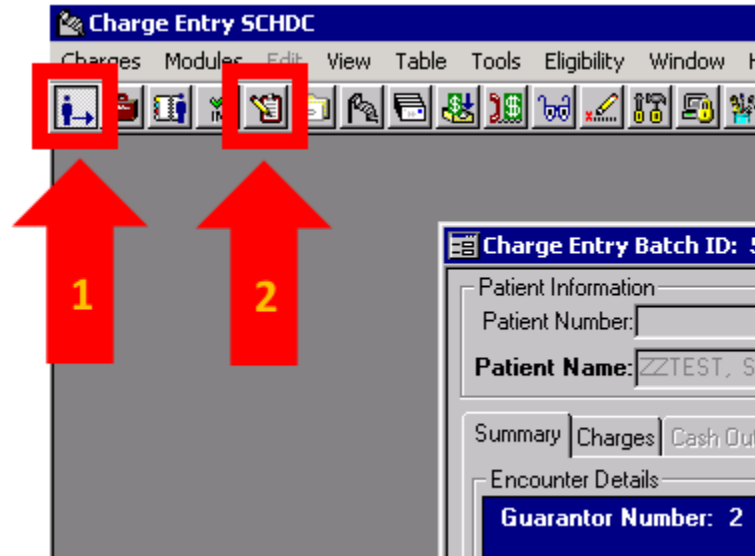




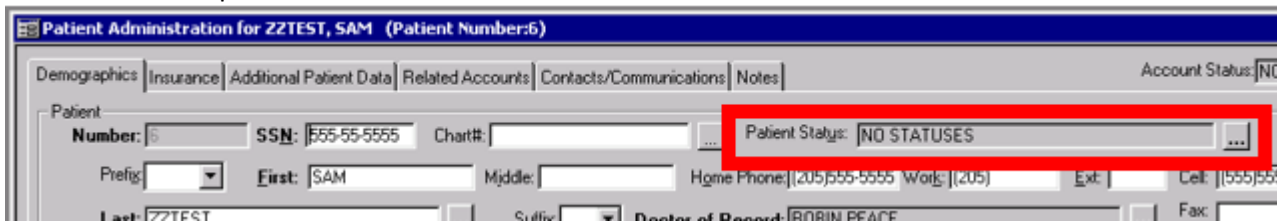
Adding “Prompt Pay” status to a patient and to an encounter

★ If the patient does not already have the “Prompt Pay” status associated in Patient Administration, you have to add the Patient Status there first (if the status has been previously added to the patient, jump to the next page):

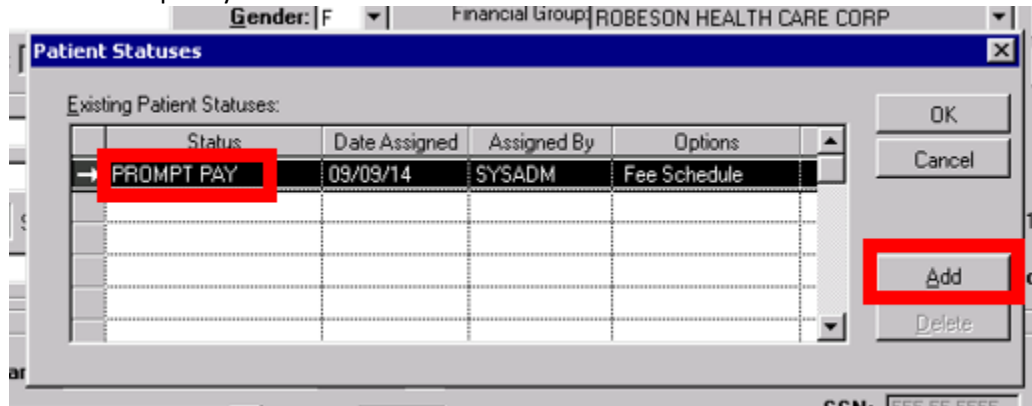
- From Charge Entry, Select the Go To button & then click the Patient Administration icon:



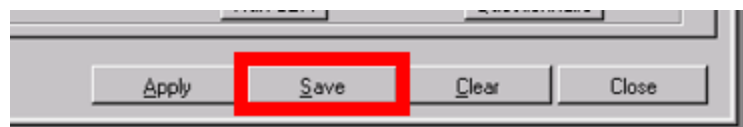
- Click the 3-dot ellipses button next to Patient Status:



- Click Add & select the Prompt Pay status:



- Click Save:



- The software will take you back to Charge Entry to complete the process.

- To apply or remove a Patient Status from a visit, click the **Status** icon.

A screenshot of a patient encounter form. At the top, there are fields for 'Ref #' and 'determination #'. Below these are two buttons: 'Questionnaires' and 'Status'. The 'Status' button is highlighted with a red rectangular box. At the bottom of the form, there are fields for 'Collection' (showing '\$0.00') and 'Total' (showing '\$0.00'). Below these fields are four buttons: 'Save', 'Apply', 'Clear', and 'Close'.

- Uncheck the checkbox that says “Do not place any status on this encounter”:

A screenshot of the 'Encounter Status...' dialog box. It has a title bar with a close button. Inside, it says 'The current status on this encounter is: SFS OPTION B' with an 'OK' button to the right. Below that, it says 'Available Patient/Account Statuses for this Encounter (most recently assigned first):' followed by a dropdown menu. At the bottom, there is a checkbox labeled 'Do not place any status on this encounter' which is currently checked.

- The drop down will become available, click the arrow and choose “Prompt Pay”:

A screenshot of the 'Encounter Status...' dialog box. It is similar to the previous one, but the checkbox 'Do not place any status on this encounter' is now unchecked. The dropdown menu is open, and 'PROMPT PAY' is selected and highlighted in blue.

- Click OK and proceed with the Check Out process.