

How to Apply an Adjustment when the Payer has Overpaid on a Service.

SETUP:

You will first need to enter a new Service in the Setup>Billing>Services

1. Click New

Enter

Service Description: Adjust Payer Overpayment (or you can name this anything else)
Transaction Type: Charge
Charge Type: Outpatient
CPT/HCPC Code: Blank
Revenue Code: Blank
Description on Amt: Adjustment from Payer Overpayment (or your preference)
Units: 1
Unit Type: Units
Amount per Unit: Blank
Check-In Status: Attended
Time per Unit: Blank
Type of Time: Blank

Click Save

Service Details

Service Description*

Transaction Type*

Charge Type

CPT/HCPC Code

Revenue Code

Description on Statements

Units

Unit Type

Amount per Unit \$

Check-In Status

Time per Unit

Type of Time

How to Apply an Adjustment when the Payer has Overpaid on a Service.

STEPS:

You will use the Adjust Payer Overpayment service to enter a transaction to offset the overpayment for a client's service.

You will have two options for entering this transaction.

You will need to know the amounts you are transferring and if you are tying it to a specific date of service.

Option 1:

1. Open Service Processing
2. Enter:

Client Last Name: This is the client with the overpayment.
Payer Plan: Select Blank
Provider: Default provider will populate – select appropriate provider
Transaction Type: Charge
Service Code: Adjust Payer Overpayment
Amount: Enter Amount for offset
Date of Service: Enter appropriate date

Click the Apply button

The screenshot displays the 'Billing > Service Processing' window. On the left, the 'Transaction Data' section contains various input fields: Client (Traeger, Chris - BIL-01TRV), Client Payer Plan (blank), Provider (Remm, Beverly (Main)), Transaction Type (Charge), Service Code (Adjust Payer Overpayment), Pmt Method (blank), Pmt Reference # (blank), Units (1.000), Amount (\$200.00), Date Of Service (03/09/2018), End Date Of Service (blank), Location (BeverlyR), Place Of Service (11 - Office), Frequency (1 - Admit thru Discharge), Diagnosis Code (blank), Admin Note (blank), Use Ins. (Yes), Claim Note (blank), Pmt Receipt Number (blank), and a Print Receipt checkbox. At the bottom of this section are 'Clear' and 'Apply' buttons. On the right, the 'Transaction List' section shows a table with one entry: Client Name: Traeger, Chris - BIL-01TRACHRM, Service Date: 03/09/2018, Service Code: Adjust Payer Overpa, Amount: \$200.00. Below the table, summary statistics are shown: Total Charges: \$200.00, Total Adjustments: \$0.00, Total Payments: \$0.00. At the bottom of the list are 'Post' and 'Clear' buttons. A 'Close' button is located at the very bottom center of the window.

Client Name	Service Date	Service Code	Amount	
Traeger, Chris - BIL-01TRACHRM	03/09/2018	Adjust Payer Overpa	\$200.00	Edit Remove

Total Charges: \$200.00 Total Adjustments: \$0.00 Total Payments: \$0.00

Step By Step Guide: AccuCare Billing

Option 2:

1. Open the Client Billing Activity
2. Click the New button
3. Select and Enter:
 - Transaction Type: Charge
 - Client Last Name: This is the client with the overpayment.
 - Payer Plan: Select Blank
 - Provider: Default provider will populate – select appropriate provider
 - Service Code: Adjust Payer Overpayment
 - Amount: Enter Amount for offset
 - Date of Service: Enter appropriate date

Click Save and Close

The screenshot shows a 'New Transaction' dialog box with the following fields and values:

- Transaction Type: Charge
- Client Name: Traeger, Chris
- Client Payer Plan: (blank)
- Provider: Remm, Beverly (Main)
- Service Code: Adjust Payer Overpayment
- Payment Method: (blank)
- Pmt Ref Number: (blank)
- Units: 1.000
- Amount: \$200.00
- Date of Service: 03/09/2018
- End Date of Service: (blank)
- Location of Service: BeverlyR
- Place of Service: 11 - Office
- Frequency Code: 1 - Admit thru Discharge
- Diagnosis Code: (blank)
- Admin Note: (blank)
- Claim ID: (blank)
- Use Insurance: Yes
- Claim Note: (blank)
- Pmt Receipt Number: (blank)
- Print Receipt:

Buttons at the bottom: Save & Close, Cancel