



Registered trademark of
the General Electric Company.

Centricity Training Manual



STRATEGIC BUSINESS SYSTEMS, Incorporated

THE SUPPORT PEOPLE

ACCOUNTS RECEIVABLE & COLLECTIONS

Training Manual

**CENTRICITY®
PRACTICE SOLUTION**

Practice Management

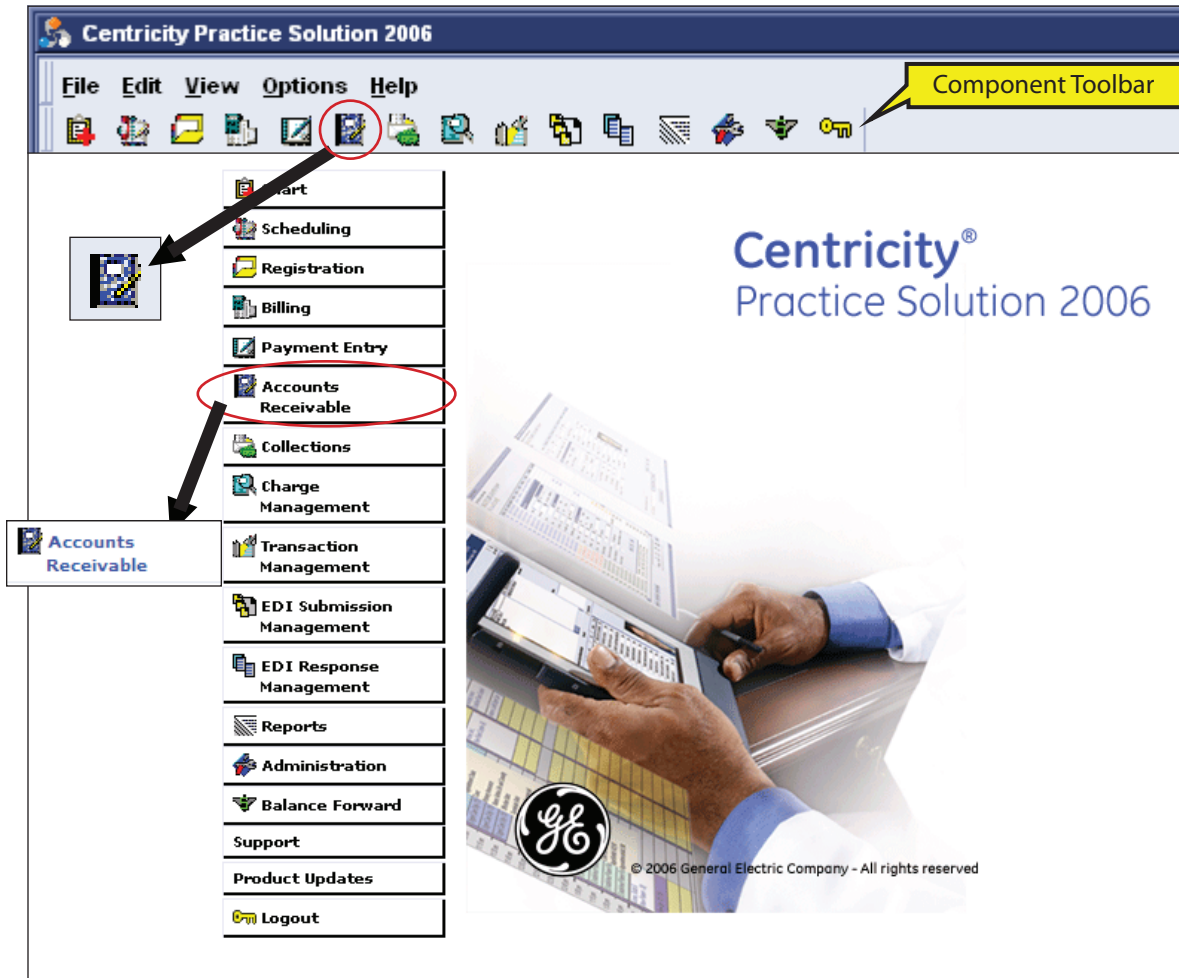
Centricity is a registered trademark of GE Medical Systems Information Technologies, Inc.

Strategic Business Systems, Inc. is an Authorized Independent Value Added Reseller of GE Medical Systems Information Technologies, Inc.

Table of Contents

Accounts Receivable	2
Organizing the A/R Spreadsheet.....	4
Viewing Payment Transactions	5
Reading the A/R Spreadsheet.....	7
Collections	8
Organizing the Collections Spreadsheet.....	10
Reading the Collections Spreadsheet.....	11
Correspondence Tab of the Visit.....	12
Setting Collection Parameters	13
Collections Settings.....	15

Accounts Receivable



The Accounts Receivable component can be used to filter the database for visits that are unpaid. Here you can identify Patient and/or Insurance balances as well as Patient and/or Insurance payments, adjustments or transfers without 'drilling down' into the visit itself.

To open the **Accounts Receivable** component click on the **Accounts Receivable** button on the **Main Menu** of Centricity® Practice Solution. This window is also accessible by clicking on the **Accounts Receivable** icon at the top of the Main Menu screen. Likewise, use the **File, Open, Accounts Receivable** command to open the **Accounts Receivable** module.

