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Centricity Training Manual



STRATEGIC BUSINESS SYSTEMS, Incorporated

THE SUPPORT PEOPLE

PAYMENT ENTRY & TRANSACTION MANAGEMENT

Training Manual

**CENTRICITY®
PRACTICE SOLUTION**

Practice Management

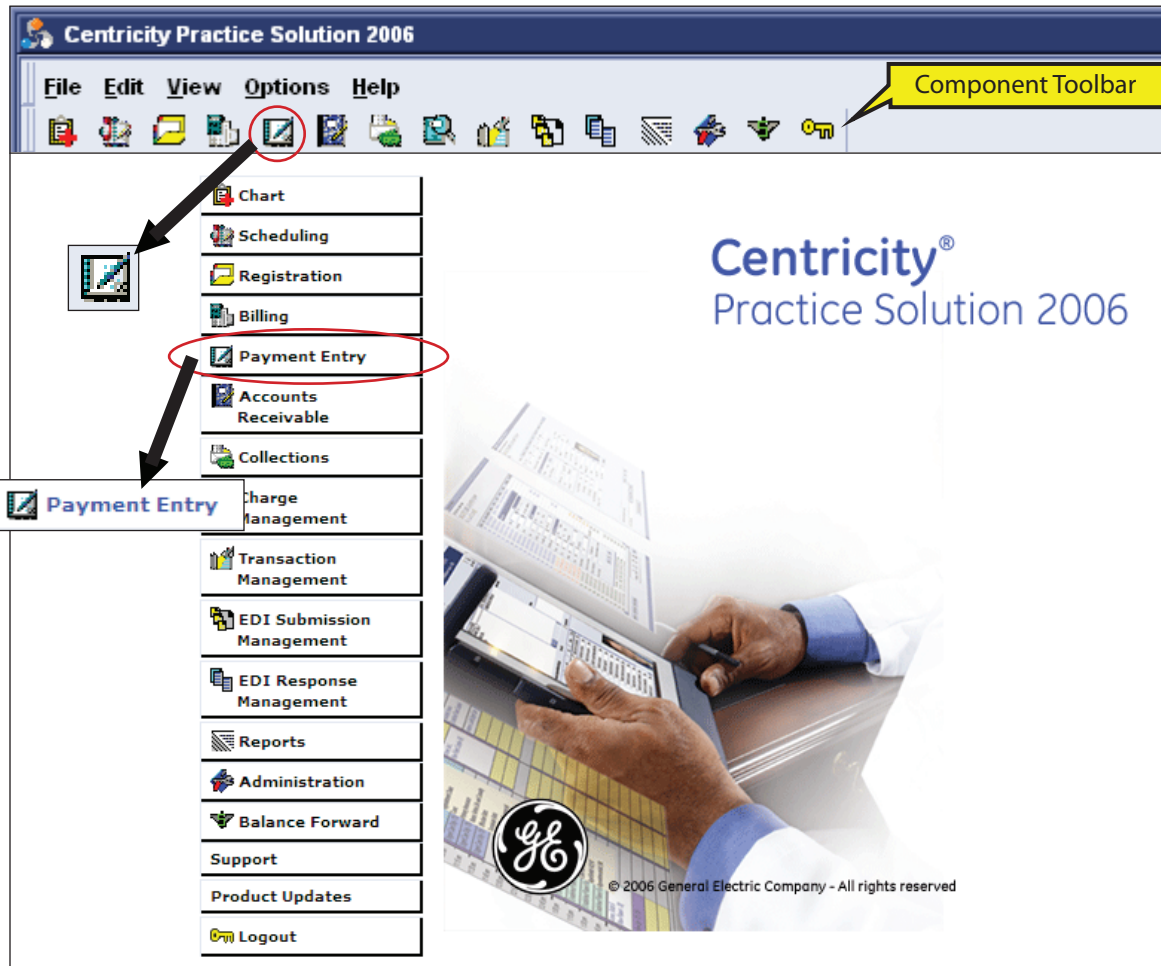
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Payment Entry



Payment Entry is where payments from insurance companies and patients are posted to individual visits. In this section, we will learn about posting patient payments, single insurance payments – that is one patient visit per one insurance carrier check, and bulk insurance payments. Other transactions can occur within **Payment Entry**, including refunds and transferring of money between visits or patients – or a conveyance of these monies, and adjustments.

To post a payment, two different screens will be used during the process. First is the **Payment Entry** screen. This screen is populated with information about the patient, visit, insurance carrier and check information. The second screen is the **Transaction Distribution** screen where monies are posted to specific line items, or “distributed.”

The **Payment Entry** component of Centricity® Practice Solution software may be accessed from the **Main Menu** screen by clicking on the **Payment Entry** button. This window is also accessible by clicking on the **Payment Entry** icon at the top of the Main Menu screen. Likewise, using the tool bar, the **Payment Entry** component can be accessed by clicking on **File, Open** and **Payment Entry**.

