

Miscellaneous Charges

WHAT

Misc. Charges are one-time or short installment payments which are not supported by OrthoFi's Collections Team.

WHY

Charge a quick payment outside of a payment plan for something that doesn't require a contract, such as appliances, one-time fees, or retail purchases.

HOW

Click the NEW MISC CHARGE button at the top of the patient detail page.

Patient: **Mary Poppins**

New Communication

New Misc Charge

Contact: Tim Poppins(PC, FRP)

Add Guardian

New Miscellaneous Charge for Mary Poppins

What practice location is this charge being submitted under?

LOCATION

*Who is responsible for this payment?

RESPONSIBLE PARTY

*Item:

SELECT CHARGE

-OR-

CLICK 'OTHER ITEM'

Item	Amount	Qty
Toothpaste	\$10.00	<input type="text" value="1"/> X

ADD INSURANCE POLICY (if applicable)

Add Insurance Policy

Total	\$10.00
Est. Insurance	\$0.00
Patient Responsibility	\$10.00

Amount Due: \$10.00

PROCEED TO PAYMENT

Insurance for Miscellaneous Charges

Add Insurance

Who is the carrier you are submitting the claim to?

Subscriber Name: Julie Poppins
Subscriber ID or SS Number: 123123123
Group Name:

Est. Insurance

\$ 0

Any number greater than 0.00 will deduct from patient responsibility.
Any in-network discounts or courtesies will not be reflected on the claim form.

* ADD INSURANCE POLICY TO MISC CHARGE

- Click 'Add Insurance Policy' on the 'Misc Charge'
- Select the available policy - or - Select Other
 - If selecting other, follow prompts
- Add your estimated insurance coverage
- OrthoFi does not verify eligibility for Misc Charges
- In-network discounts or courtesies will not be reflected on the claim form

ADD INSURANCE POLICY AT A LATER DATE

- Click 'Add New Insurance' on the 'Misc Charges' tab

Charge Date	Location	Item(s)	Practice Staff User	FRP	Claim Info
5/18/2021	Elevation Orthodontics - Lone Tree	• Toothpaste		Poppins, Tim	

Clear Retainer Replacement

*Procedure Code:
 *Procedure Date:

*Description:

Fee:
 Qty:

*Diagnosis Code:

FOLLOW PROMPTS TO BUILD CLAIM

- Built via the Insurance filter on your dashboard
- Click 'Submit Claim' and 'Next'
- Follow prompts to enter:
 - Subscriber
 - Patient
 - Policy Info
 - Diagnosis Code
 - Procedure Date
 - Provide Treatment Information
 - Treating Doctor

SUBMIT CLAIM

- Review via the Insurance filter on your dashboard
- Click Submit when ready for OrthoFi to file claim

Start Date	Est. Appliance Placement	Patient	Status
05/18/2021 4:10 PM	5/18/2021	Poppins, Mary	<input type="button" value="Submit Claim"/>