

Miscellaneous Charges

WHAT

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

<u>WHY</u>

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.

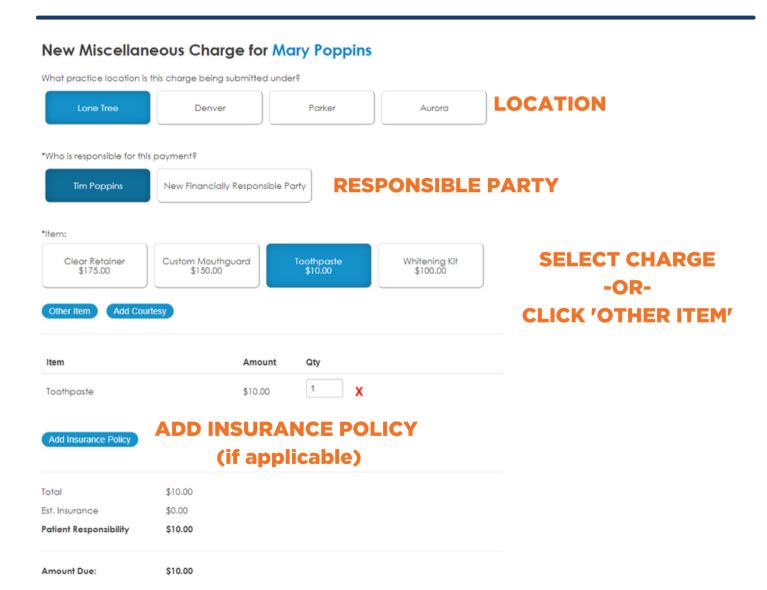
Patient: Mary Poppins





Contact: Tim Poppins(PC, FRP)

Add Guardian



PROCEED TO PAYMENT



Insurance for Miscellaneous Charges

*** ADD INSURANCE POLICY TO MISC CHARGE** Add Insurance Click 'Add Insurance Policy' on the 'Misc Charge' Who is the carrier you are submitting the claim to? • Select the available policy - or - Select Other Other If selecting other, follow prompts Add your estimated insurance coverage · OrthoFi does not verify eligibility for Misc Charges Julie Poppins Subscriber Name: In-network discounts or courtesies will not be reflected on Subscriber ID or SS Number: 123123123 Group Name: the claim form Est. Insurance **ADD INSURANCE POLICY AT A LATER DATE** \$ 0 • Click 'Add New Insurance' on the 'Misc Charges' tab 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. Cance Item(s) Practice Staff User FRP Claim Info Charge Date Location Toothpaste 5/18/2021 Elevation Orthodontics - Lone Tree Poppins, Tim



Previous

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

