

Discounts & Production Adjustment Codes

OrthoFi tracks pre-contract signing discounts & post-contract signing production adjustments.

In this Job Aid, we will walk you through the OrthoFi Discounts and Production Adjustments.

Pre-Contract Signing Discounts

What are these used for?

- These codes will be utilized in the event the patient's contract contains a pre contract-signing discount. These discounts will be tracked on the **OrthoFi Discounts Report** and include the following:
 - **Courtesy:**
 - **Definition:** Patients who receive a practice courtesy discount OR an in-network insurance discount on their contract.
 - **Use:** To track practice-configured discounts and in-network insurance discounts provided to patients at the start of their treatment.
 - **PIF Discount:**
 - **Definition:** Patients who receive a Pay-In-Full discount on their contract.
 - **Use:** To track the PIF discount provided to patients at the start of their treatment.
 - **DP Discount:**
 - **Definition:** Patients who receive a 75% Down Payment or 50% Down Payment discount.
 - **Use:** To track the Down Payment Discounts provided to patients at the start of the treatment.

Post Contract Signing Production Adjustment Codes

What are these used for?

- These codes will be utilized in the event the patient's contract is adjusted after the contract has been signed and include the following:
- **Insurance Adjustment:** a change in the estimated insurance benefit payable after contract signing
- **Discount Adjustment:** a discount on the ledger after contract signing.
- **Transfer Out:** a patient who transfers out of treatment from your practice (i.e. relocation, provider change, etc.) OR a patient who has canceled their contract before starting treatment.
- **Dismissal:** practice has ended treatment with a patient (i.e. non-payment, non-compliance, etc.)
- **Interest Earned:** interest earned on contracts signed.
- **Payment Schedule Adjustment:** a change in the payment schedule and amount due on each invoice for the patient collections after the contract signing.
- **Change Treatment Option:** a change in treatment options after contract signing.
- **Additional Cost Adjustment:** an additional cost added after contract signing which raises the balance on the patient ledger.
- **Signed not started (Canceled):** patients who are written off prior to starting treatment due to cancellation after the contract is signed.
- **Signed not started (Never Scheduled):** patients who are written off prior to starting treatment due to never scheduling but after the contract is signed.
- **Bad Debt (Treatment Complete):** bad debt for patients who have completed treatment.
- **Bad Debt (Suspended Treatment):** bad debt for patients who have not completed treatment and whose contract has been suspended.
- **Internal Transfer Out:** patients transferring from one practice location to another after the contract is signed.
- **Write Off:** write-offs that do not fall into one of the above categories and can be used at the practice's discretion.