

Line Items tab under Patient Payments

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To help with your office and posting efficiency, you can utilize the Fill Line Item option to help eliminate some of the manual posting.

1. Navigate to **Billing > Patient Payments > Line Items** tab.

2. The **Line Items** tab will allow you to fill line items:

The screenshot shows the 'dr chrono' software interface. The top navigation bar includes 'Schedule', 'Clinical', 'Patients', 'Reports', 'Billing', 'Account', and 'Help'. The 'Patient Payments' section is active, with sub-tabs for 'Payments', 'Line Items', 'Logs', 'Statements', and 'Balance'. The 'Line Items' tab is selected. Below the tabs, there are input fields for 'From', 'To', and 'Filter by Range: \$ - \$'. An 'Update' button is located at the bottom right of this section. The main area displays a summary table and a detailed table.

	Total Paid	Allocated Payment	Unallocated Payment	Statement Balance	Total Balance
.	\$81.00	\$0.00	\$81.00	\$5.00	-\$76.00

Date of Service	Stmts	Code	Allowed	Patient Resp	Patient Paid	Ins. Balance	Pt. Balance	
6/25/2017 11:00AM		PHONE	\$5.00	\$5.00	\$0.00	\$0.00	\$5.00	Fill

3. Pressing on the **Fill** button on the right side of the screen will populate a pop-up window where you can select and apply unallocated money towards multiple appointments. Select the items you would like by selecting the box to the right.

Patients Reports Billing Account Help Search

Payments Line Items

Filter by Range: \$

Stmts Code

PHON

Fill Line Item PHONE (\$5.00) ×

Posted Date	Payment Date	Payment Method	Applied	Available	<input type="checkbox"/>
Mar 20, 2018	Mar 20, 2018	Cash		\$10.00	<input type="checkbox"/>
Mar 20, 2018	Mar 12, 2018	Cash		\$51.00	<input type="checkbox"/>
Mar 20, 2018	Mar 1, 2018	Check		\$2.00	<input type="checkbox"/>
Mar 20, 2018	Mar 20, 2018	onpatient		\$1.00	<input type="checkbox"/>
Mar 20, 2018	Mar 20, 2018	Visa		\$2.00	<input type="checkbox"/>
Mar 21, 2018	Mar 21, 2018			\$5.00	<input type="checkbox"/>
Mar 21, 2018	Mar 21, 2018	Credit Card		\$5.00	<input type="checkbox"/>
Mar 21, 2018	Mar 14, 2018	Cash		\$5.00	<input type="checkbox"/>

Applied: \$ 0 out of \$5.00 balance

Apply
Cancel

Statement Balance

\$5.00

Ins. Balance

\$0.00

4. When you are done, press **Apply**.