Line Items tab under Patient Payments

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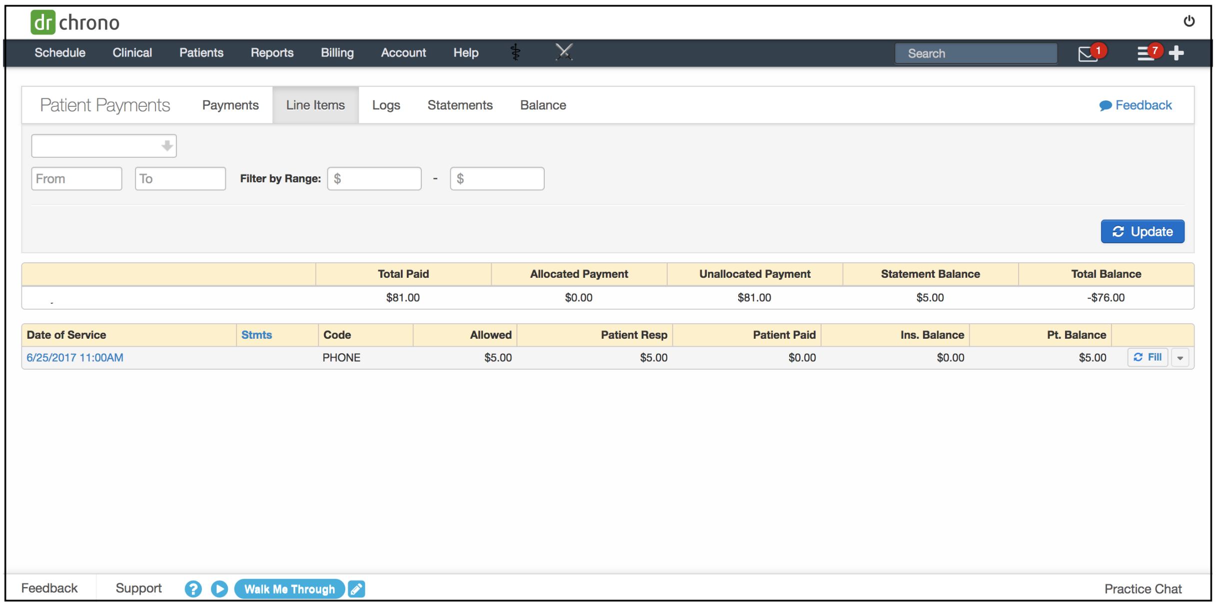
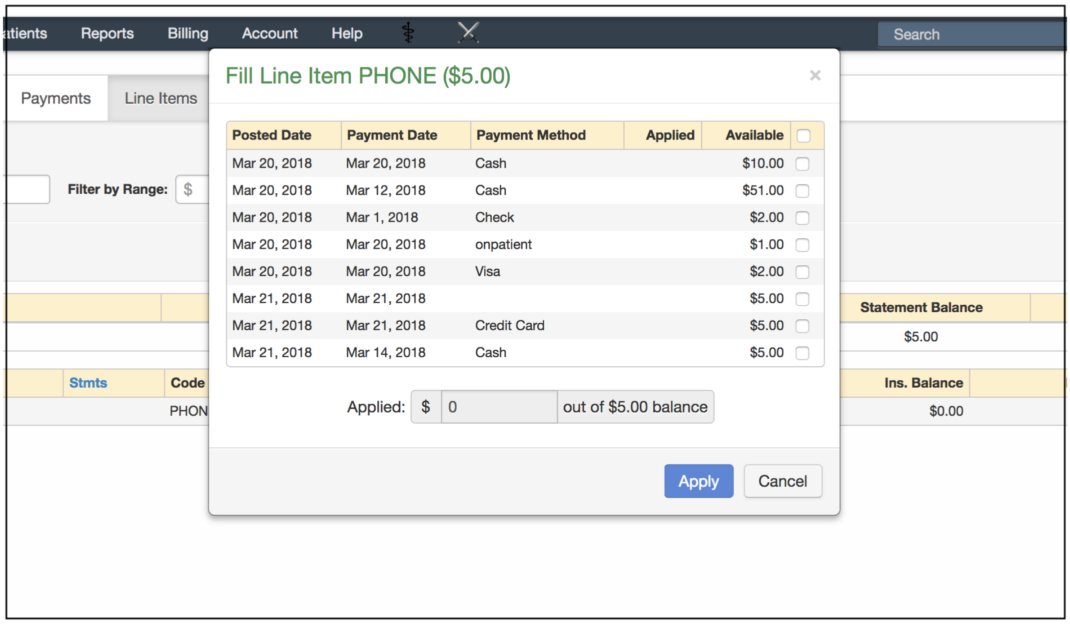
To help with your office and posting efficiency, you can utilize the Fill Line Item option to help eliminate some of the manual posting.

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

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



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 selecing the box to the right.



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