

Patient Payment Plans: Late Payments

07/08/2024 7:51 pm EDT

If you have patients on payment plans who are not on a recurring payment via a credit card on file, there is an easy way to see if any payment is overdue.

- Navigate to Report > Patient Payment Plan Report
- Click on the up/down arrows next to the **Date of Next Payment** column
 - This will sort the upcoming payments for all patients by due date.

Patient Payment Plan			
⌵ Patient	⌵ Plan Creation Date	⌵ Date of Last Payment	⌵ Date of Next Payment
Lucas (Demo) Harris Sr.	12/21/2023	N/A	02/20/2024

- If you would like to process the payment, you can right click from this screen by clicking on Pay under the Action column. Please note, this will only work if there is a saved credit card on file, or the patient's card is present.

⌵ Remaining Balance	⌵ Original Total	Action	
\$300.00	\$300.00	Pay	Skip

