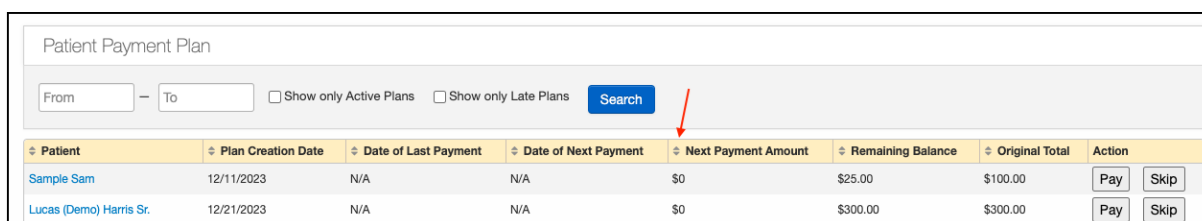# Patient Payment Plans: Late Payments
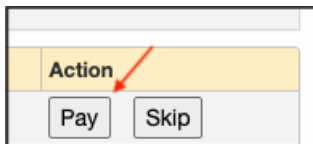
Last modified on 02/25/2025 3:45 pm EST

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.

1. Navigate to **Report > Patient Payment Plan Report**

2. Press on the up/down arrows next to the **Date of Next Payment** column. This will sort the upcoming payments for all patients by the due date.

3. If you would like to process the payment, you can right from this screen by pressing **Pay** under the Action column.

Please note, that this will only work if there is a saved credit card on file, or the patient's card is present.