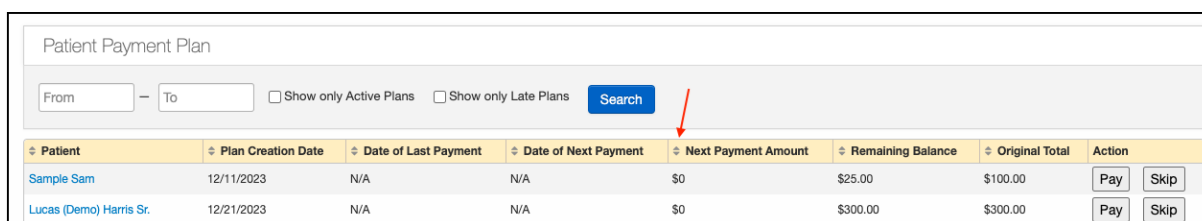


Patient Payment Plans: Late Payments

Last modified on 02/25/2025 3:45 pm EST

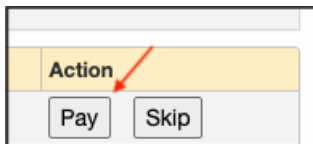
If you have patients on payment plans who are not on a recurring payment via a credit card on file, there is an easy way to see if any payment is overdue.

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.



⌵ Patient	⌵ Plan Creation Date	⌵ Date of Last Payment	⌵ Date of Next Payment	⌵ Next Payment Amount	⌵ Remaining Balance	⌵ Original Total	Action
Sample Sam	12/11/2023	N/A	N/A	\$0	\$25.00	\$100.00	Pay Skip
Lucas (Demo) Harris Sr.	12/21/2023	N/A	N/A	\$0	\$300.00	\$300.00	Pay Skip

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.
