Patient Payment Plans: Processing Payments from the Reporting Screen

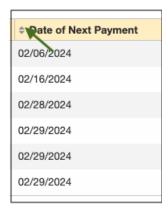
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You can quickly see what patient payment plans are due and process them manually if auto payment is not enabled.

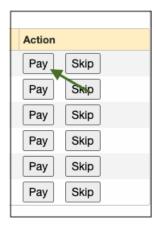
1. Navigate to Reports > Patient Payment Plan Report



2. Click on the up arrow to the left of the **Date of Next Payment** on the header row. This will sort the payments with the most current date first.



3. You can manually process any payment by moving to the right on the row and clicking on Pay.



 $4. \ The following window will allow you to process the payment manually.$

