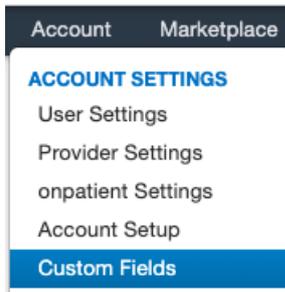# How to create a Custom Patient Payment Type

Last modified on 02/24/2026 3:12 pm EST

If you would like to create a custom patient payment type such as a coupon, flex spending card, etc, you can do so by following the steps given below.

1. Go to **Account** > **Custom Fields**.

2. Select **Patient Payment Types** on the left of the screen.

Appointment Fields

Appointment Profiles

Appointment
Statuses

Appointment
Templates

Billing Profiles

Billing Statuses

Custom Adjustment
Code

Eligibility Groups

Eligibility Profiles

Follow-Up Settings

Insurance Plan
Names

Patient
Demographics

Patient Flag Types

Patient Payment
Types

3. Select **Add New Type**

4. Select a name and hit **Save**

Once created, you can select this as a payment type while posting patient payments.

From the appointment window:

1. Go into the **Appointment** and press the **Billing** tab. Select the **+** to post payment.

2. Select the Custom Payment Option.
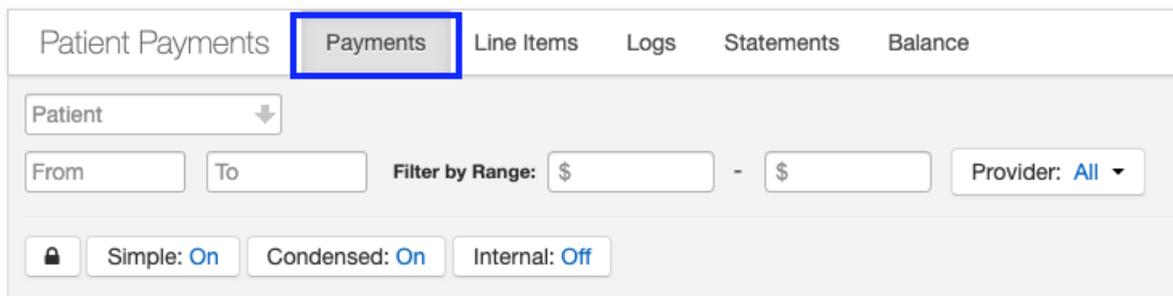

From the patient payment window:

1. Navigate to Billing > Patient Payments
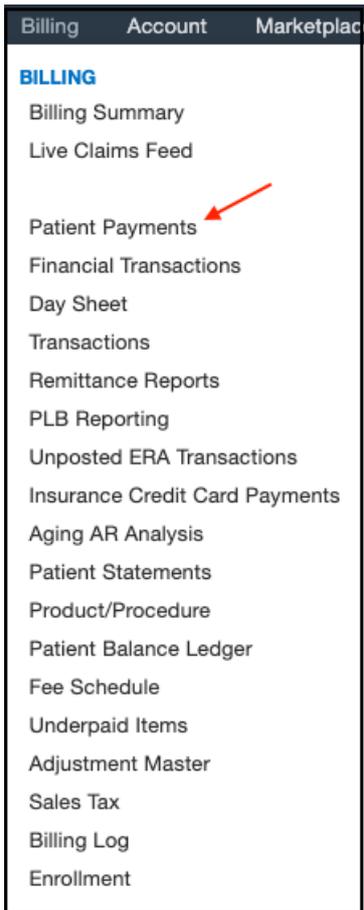
2. Ensure you are on the Payment tab, and then select your patient

3. Select **+ Add**

4. Your newly created custom patient payment type will be listed under the payment method.