

## How to Search a Payment



BILLING>PAYMENT MANAGEMENT>PAYMENT SEARCH

### STEPS

1. Enter the Check Number

Payment Search HELP

RECEIVED FROM ENTITY: Any	PAYMENT TYPE: Any
RECEIVED FROM ENTITY: Any	CHECK NUMBER: Newyear2019
PATIENT: Any	# OF CHECKS: 100
DATE RECEIVED: 01/01/2019 to 01/16/2019	SELF-PAY ONLY: <input type="checkbox"/>
<input type="radio"/> TODAY <input checked="" type="radio"/> MONTH TO DATE <input type="radio"/> LAST MONTH <input type="radio"/> YEAR TO DATE	
<input type="button" value="Search"/> <input type="button" value="Print"/>	

2. Select Search

Results HELP

PAYMENT ID	DATE RECEIVED	RECEIVED FROM	PAYMENT TYPE	CHECK/CC NUMBER	AMOUNT	UNAPPLIED AMOUNT	DEPOSIT BATCH	EOB
32531069	01/11/2019	AETNA	CHECK	NEWYEAR2019	\$300.00	\$200.00		<a href="#">Upload EOB</a>

3. Select on Upload EOB

### Upload EOB

EOB TO BE UPLOADED:

No file chosen

4. Choose the corresponding EOB from your computer files and select Upload EOB
5. Select Search to refresh the page
6. The EOB uploaded is accessible by clicking the EOB link

Results HELP

PAYMENT ID	DATE RECEIVED	RECEIVED FROM	PAYMENT TYPE	CHECK/CC NUMBER	AMOUNT	UNAPPLIED AMOUNT	DEPOSIT BATCH	EOB
32531069	01/11/2019	AETNA	CHECK	NEWYEAR2019	\$300.00	\$200.00		<a href="#">EOB Change EOB</a>