1. Open Hub
2. Select dropdown arrow next to ***Account Inquiry 🡪 Add Patient Payment***



1. Enter the required payment information:
	1. Amount
	2. Pmt Method
	3. Check No.
		1. *Last four of credit card & card type (i.e. 9123 VISA), or*
		2. *Entire check number & company (i.e. 0023 Central Bank)*
	4. Memo
		1. *If balance is from* ***IMS****, notate this on memo & skip to step 7 below.*
		2. *If balance is for an upcoming service not yet rendered, skip to step 7 below.*
		3. *If balance is from eCW, notate Balance payment and statement date, if known. Continue all steps below.*
2. Select the ***Claims*** option



1. Select the DOS on the statement 🡪 Select ***OK***
	1. If pt is unsure of DOS and doesn’t have statement, select oldest balance



1. Select ***Auto Post*** and validate that the patient balance changes to cover the amount paid



1. Print two receipts, one for the patient & one for KTCH receipts.
2. Select “OK” to save.
3. You may receive an error regarding the service & payment dates being different. Select “OK” to continue and save.

