

Patient Payment Plans: Late Payments

07/24/2024 7:15 pm EDT

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.

- Navigate to Report > Patient Payment Plan Report
- Click on the up/down arrows next to the **Date of Next Payment** column
 - This will sort the upcoming payments for all patients by due date.

Patient Payment Plan			
⌵ Patient	⌵ Plan Creation Date	⌵ Date of Last Payment	⌵ Date of Next Payment
Lucas (Demo) Harris Sr.	12/21/2023	N/A	02/20/2024

- If you would like to process the payment, you can right from this screen by clicking on Pay under the Action column. Please note, this will only work if there is a saved credit card on file, or the patient's card is present.

⌵ Remaining Balance	⌵ Original Total	Action	
\$300.00	\$300.00	<input type="button" value="Pay"/>	<input type="button" value="Skip"/>

