Line Items tab under Patient Payments

07/24/2024 6:30 pm EDT

To help with your office and posting efficiency, you can utilize the Fill Line Item option to help eliminate some of the manual postings.

You can navigate to this screen by clicking on Billing > Patient Payments > Line Items tab.

The **Line Items** tab will allow you to fill line items:

Please note, that the patient shown in the image above is a sample patient with test data.

Clicking on the **Fill** button on the right side of the screen will populate a pop-up window where you can select and apply unallocated money towards multiple appointments. Select the items you would like by clicking on the box to the right. When you are done, just click **Apply**.

Payments   Line Items

Filter by Range: $

Fill Line Item PHONE ($5.00)   ×

Posted Date	Payment Date	Payment Method	Applied	Available	
Mar 20, 2018	Mar 20, 2018	Cash		$10.00	☐
Mar 20, 2018	Mar 12, 2018	Cash		$51.00	☐
Mar 20, 2018	Mar 1, 2018	Check		$2.00	☐
Mar 20, 2018	Mar 20, 2018	onpatient		$1.00	☐
Mar 20, 2018	Mar 20, 2018	Visa		$2.00	☐
Mar 21, 2018	Mar 21, 2018			$5.00	☐
Mar 21, 2018	Mar 21, 2018	Credit Card		$5.00	☐
Mar 21, 2018	Mar 14, 2018	Cash		$5.00	☐

Applied: $ 0   out of $5.00 balance

Apply   Cancel

Statement Balance

$5.00

Stmts	Code		Ins. Balance	
	PHON		$0.00	

Fill Line Item PHONE ($5.00)

Posted Date	Payment Date	Payment Method	Applied	Available	