

# 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:

The screenshot shows the 'dr chrono' software interface. At the top, there is a navigation bar with tabs for Schedule, Clinical, Patients, Reports, Billing, Account, and Help. The user is logged in as 'Dane Rasmuson'. The main content area is titled 'Patient Payments' and has sub-tabs for Payments, Line Items (selected), Logs, Statements, and Balance. A patient dropdown menu shows 'Jenny Harris'. Below this, there are 'From' and 'To' date fields and a 'Filter by Range' field with dollar signs. An 'Update' button is located at the bottom right of the filter section. The main table displays financial data for Jenny Harris:

	Total Paid	Allocated Payment	Unallocated Payment	Statement Balance	Total Balance
Jenny Harris	\$81.00	\$0.00	\$81.00	\$5.00	-\$76.00

  

Date of Service	Stmts	Code	Allowed	Patient Resp	Patient Paid	Ins. Balance	Pt. Balance	
6/25/2017 11:00AM		PHONE	\$5.00	\$5.00	\$0.00	\$0.00	\$5.00	<a href="#">Fill</a>

At the bottom of the interface, there are links for Feedback, Support, Walk Me Through, and Practice Chat.

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: \$

Stmts Code PHON

### Fill Line Item PHONE (\$5.00) ✕

Posted Date	Payment Date	Payment Method	Applied	Available	<input type="checkbox"/>
Mar 20, 2018	Mar 20, 2018	Cash		\$10.00	<input type="checkbox"/>
Mar 20, 2018	Mar 12, 2018	Cash		\$51.00	<input type="checkbox"/>
Mar 20, 2018	Mar 1, 2018	Check		\$2.00	<input type="checkbox"/>
Mar 20, 2018	Mar 20, 2018	onpatient		\$1.00	<input type="checkbox"/>
Mar 20, 2018	Mar 20, 2018	Visa		\$2.00	<input type="checkbox"/>
Mar 21, 2018	Mar 21, 2018			\$5.00	<input type="checkbox"/>
Mar 21, 2018	Mar 21, 2018	Credit Card		\$5.00	<input type="checkbox"/>
Mar 21, 2018	Mar 14, 2018	Cash		\$5.00	<input type="checkbox"/>

Applied: \$ 0 out of \$5.00 balance

Apply
Cancel

<b>Statement Balance</b>	
\$5.00	
<b>Ins. Balance</b>	
\$0.00	