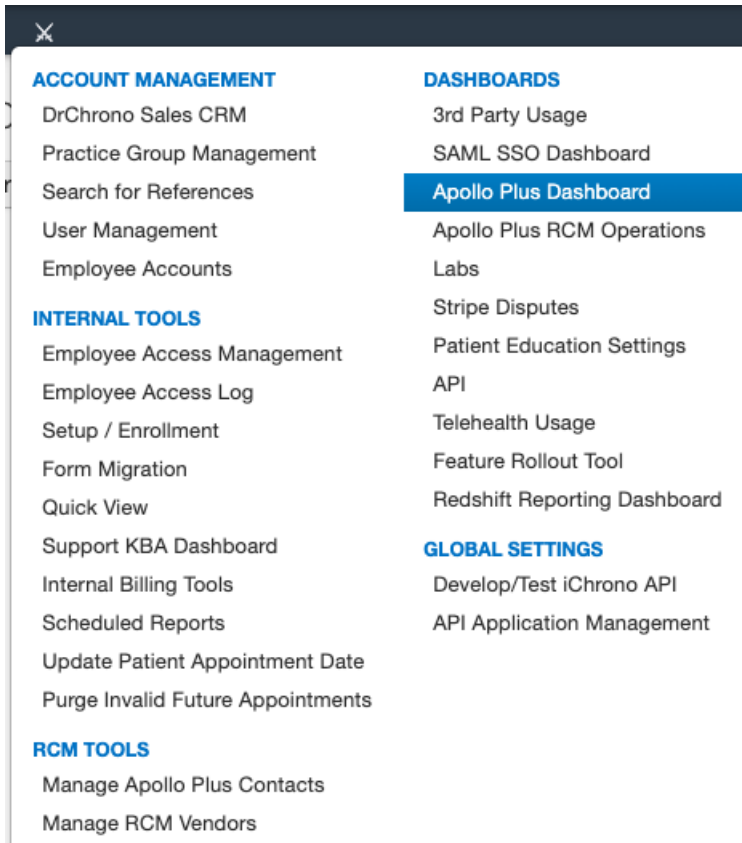


# INTERNAL - Exclusion Editor for RCM clients

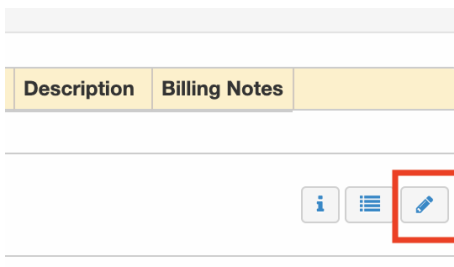
07/24/2024 5:30 pm EDT

Under Swords > Apollo Plus Dashboard, there are many options for you to exclude specific payment profiles and offices from inclusion with monthly charges and show on the RCM Export to the vendors.



This would be used when we are not doing work on a particular type of appointment (i.e. cash, worker's comp, auto accident) and we will not take a % of the collections.

- Navigate to Swords > Apollo Plus Dashboard
- Pull up the client you are working on
- Scroll over to the right and click on the pencil icon



- From there, select the **Billing** (red box) tab and click on **Exclusion Editor** (blue box)

# Edit Apollo Plus

## For practice group:

Basic

Contacts

Billing

RCM Exclusions

Exclusion Editor

Update Apollo Plus

Once inside the Exclusion Editor - you can choose which payment profile, office, etc. to exclude from the monthly A+ invoice calculations and the RCM Export that goes to the billing vendors daily.

### Exclusions

Exclude Cash Payments

Exclude Appointments Before

Exclude Workers' Comp. and Auto Accident Appointments

Exclude Patients With  personal Assistant  Winter Address  Island Physical Address  family plan members  Additional Contact information  Island Pharmacy  Primary Care physician  other specialists

Field

Clear Selection

Exclude Offices

Clear Selection

Exclude Patient Payments with Payment Methods

Clear Selection

- Cash
- Check
- Debit
- Credit Card
- American Express
- Visa
- Mastercard
- Discover
- Square (Legacy)
- Square
- Patient Payments
- onpatient
- Other

Exclude Appointments with Payment Profiles

Clear Selection

- Cash
- Insurance
- Insurance Out of Network
- Auto Accident
- Workers' Comp

Clear Selections

Refresh

Optional message for log.

Submit

There is also a log at the bottom of the screen where you can verify that what you entered was saved and is exactly what you want to exclude.

### Exclusion Change Log for Apollo Plus

rendered at September 16th 2020, 9:41:40 am

[view all logged activity](#)

Log ID	Time	User Profile ID	Logged User	Apollo Plus ID	Primary Provider	Doctor IDs	Changes	Message (optional)
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