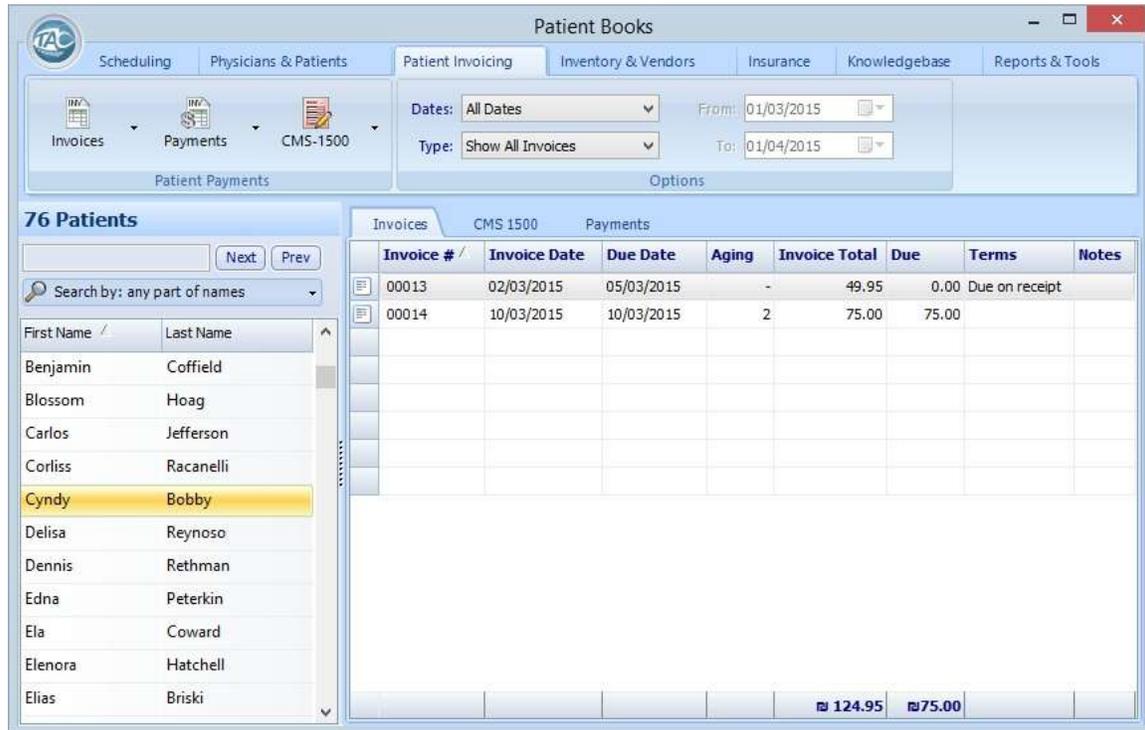# Accounting

The accounting window provides the ability to manage invoices, payments and insurance cms1500 forms for each patient. Easily manage invoices and payments for any patient by type or date range. Easily use any CPT codes, ICD9 codes, ICD10 codes from internally included lists, inventory items list, or just free text option when creating a new invoice.
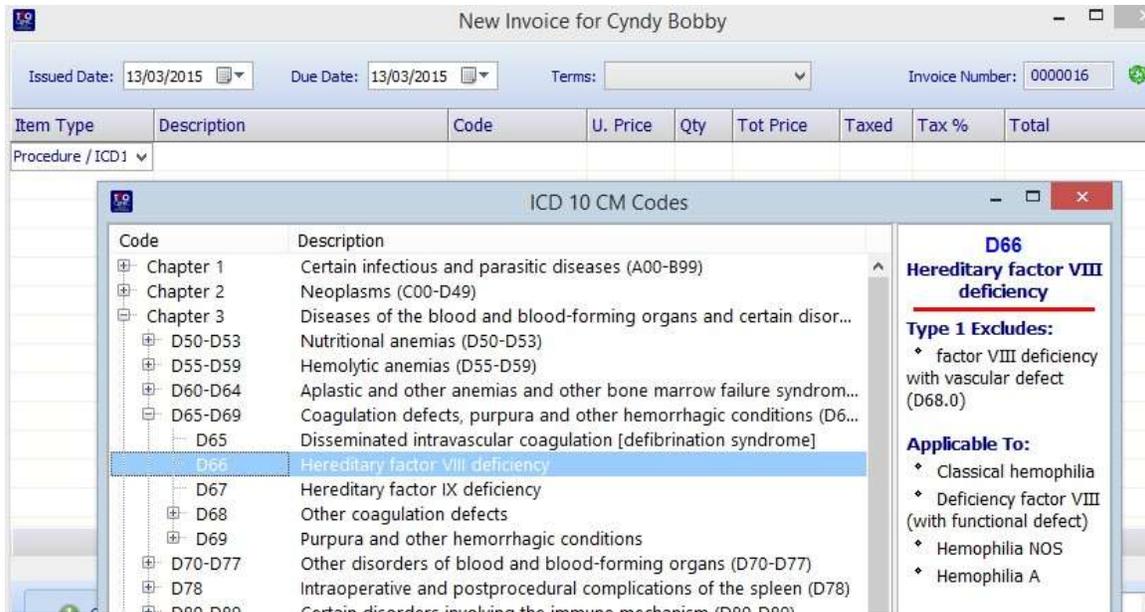

The window includes the patient list table on the left and a list of invoices, payments and cms1500 forms on the right. Right clicking on any invoice pops up a menu that allows you to manage or print the selected invoice, or add a new one.
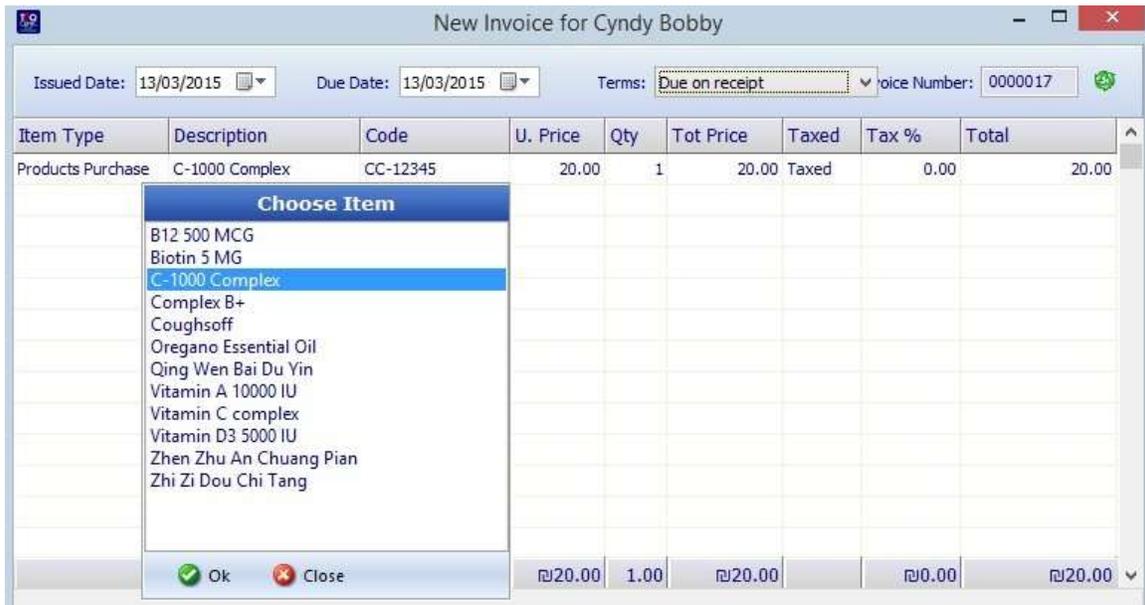
When selecting any patient from the patients' list on the left, the right table will present the accounting history of that patient. The tabs above the table, enable to choose between viewing the invoices or cms1500 forms, or view payments for the patient.

The invoices, cms1500 forms or payments are shown in relation to the chosen date range and type on the top toolbar.

The Dates option includes the following ranges: This Month, This Fiscal Quarter, This Fiscal Year, Last Month, Last Fiscal Quarter, Last Fiscal Year, All Dates, Chooses Date Range. The Chooses Date Range option will enable the 'From' and 'To' calendars for choosing any date range to retrieve the data.

The Type option includes the following categories: Show All Invoices, Paid Invoices Only, Unpaid Invoices Only, Overdue Invoices. Mixing the Type and Date options gives the possibility to view any needed range and type of invoices, payments or cms1500 forms.

Create / Edit / Delete Invoice
Clicking the 'Invoices' button at the top toolbar gives the option to create an invoice, edit a selected invoice, or delete a selected invoice. In order to be able to use these options you must first select a patient from the patients' list table.

When choosing the New Invoice option, or the Edit Selected Invoice, the following window will open:

Each line in the grid represents an item included in the invoice. When creating a new invoice it is usually best to start with selecting the Item Type from the leftmost column. The item type can be one of the following:

Services / CPT
Products Purchase
Procedure / ICD9
Procedure / ICD10
General / Other

The General type option allows any text input as the invoice item, while the other options will present an easy way to include codes and product, using the internal database.

For example, when selecting the ICD10 option, the following window will be presented, allowing the search and selection of the correct code:
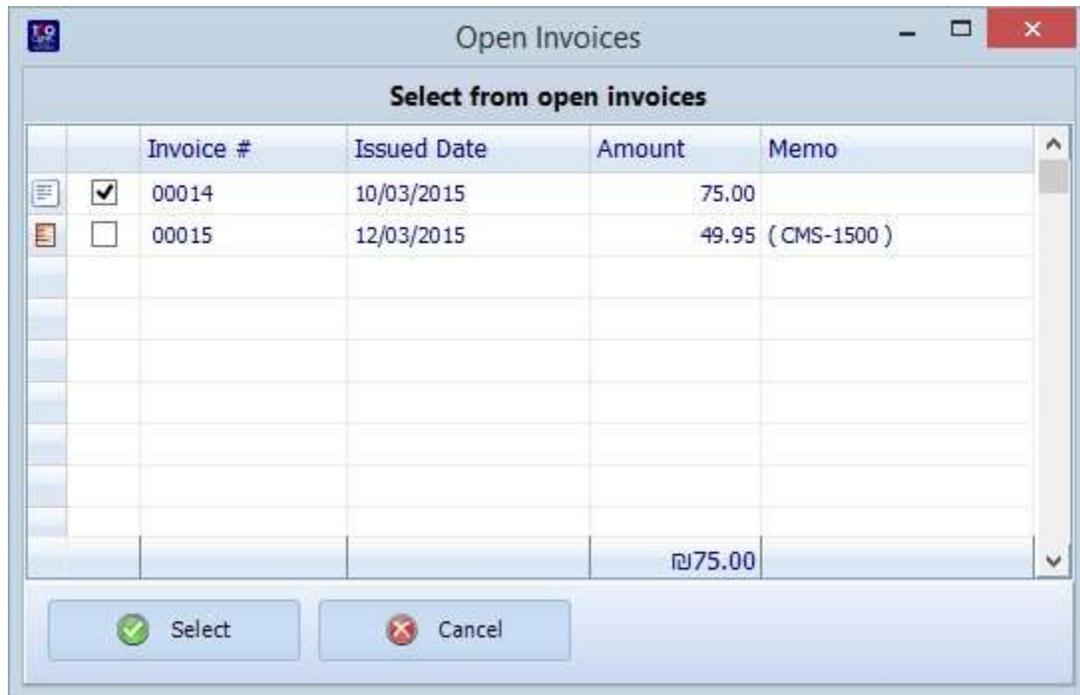
When selecting the Products Purchase option, a list of all of the existing inventory items will show and any selection from that list will insert that product into the invoice, including price, tax and code number:

After inserting or selecting an item type, it is possible to change the quantity, unit price, tax rate etc. The totals will always appear on the bottom footer of the table.

Receive Payment

Any payment is received based on an existing invoice (or several invoices with one payment). Clicking the Payment button from the top toolbar, or choosing Receive New Payment from the popup menu of the payment table, will open the Open Invoices window.

To continue, one or more invoices (or cms1500 insurance form) need to be selected. Once the invoices are selected and the Select button is clicked, the Receive Payment window will open, presenting the selected invoices and their totals:

It is possible to insert the complete amount of the invoice/s total or enter a partial payment. In case of a partial payment the invoice will continue to exist as an unpaid invoice, and will also appear in the Open Invoices window as a selectable option when another payment is about to be received.

The payment method option will adjust to accept the details of the selected payment: Cash, Check, American Express, Discover, MasterCard, Visa, Debit Card, Gift Card, E-Check, Other.

CMS-1500
Patient Books includes the latest version of the CMS1500 insurance form and the latest complete list of the International Classification of Diseases - ICD10. The list includes the clinical modification additions which add up to over 90,000 codes along with notes, includes, excludes and more!

It is very easy to access any of the codes, search, read and choose for invoices or cms1500 forms, all from within Patient Books itself. It is available for any needed input in the quickest and clearest possible way.

Create / Edit / Delete CMS-1500 form
Clicking the 'CMS-1500' button at the top toolbar gives the option to create an insurance claim form, edit a selected form, or delete a selected form. In order to be able to use these options you must first select a patient from the patients' list table.

The form itself is separated by sections, available using the top tabs, that help present it in an easier way to handle the amount of information. The form is automatically filled with the basic

insurance information, if that was provided in the patient's file. It is possible to have each form used as an invoice (default) or not by setting the checkmark at the bottom.

On the right, the help window will show the instructions related to any item of the form that is currently being used. Clicking any of the buttons on item 21 (or double clicking any of the text boxes) will open a window with the complete icd10 codes and descriptions:

The same is true for double clicking the CPT cell and the Place cell in item 24 grid:

Once finished, the new (or edited) form will appear in the CMS 1500 tab of the patient in the accounting section.