> 🔧 Important Content Update Message
> We are currently updating the OP Help Center content for the release of OP 20. We
> appreciate your patience as we continue to update all of our content. To locate the
> version of your software, navigate to: **Help tab > About**.

Post a Patient Payment

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Version 14.19

Overview

Patient payments are either posted directly or by applying patient credits.

Post a Patient Payment

1. Navigate to the patient's chart.
2. Click **Payments** in the Window Navigation Panel.
3. Click the **New Payment** button. The Add Payments and Adjustments window is displayed.
4. If the **Insurance** tab is selected and the backdrop of the window is green, click the**Patient** tab.
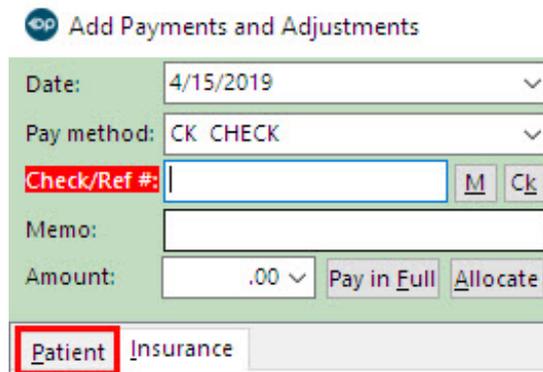
5. From the Pay Method drop-down, select the**pay method** that is being used to post the payment. If the payment is being applied from the patient's credits, select **PC Patient Credit**.
6. Enter the **Payment Amount** in the Payment field on the appropriate claim line.

> 💡 **Tip:** The **Pay in Full** button may be used to quickly apply the full amount owed on each
> respective claim line.

<table>
<tr><td colspan="4">Add Payments and Adjustments</td></tr>
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Note: To accurately post patient adjustments, the Pay Method selected should be **Adjustment Only** (if a payment is not also being posted),and the adjustment amount should be entered in the Adjust field. The Adj Reason field is used to reflect the reason (selected from the drop-down menu) for the adjustment.

7. Click the **Save + Close** button to save your work and exit the window.