

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Memorize a Check Number for Reuse while Posting EOB


Last Modified on 11/07/2019 2:21 pm EST

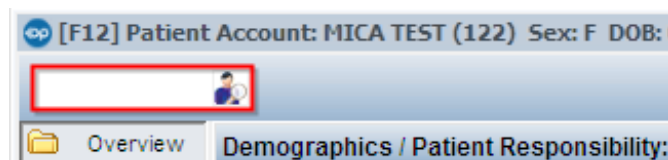
Version 14.19

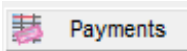
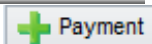
Overview

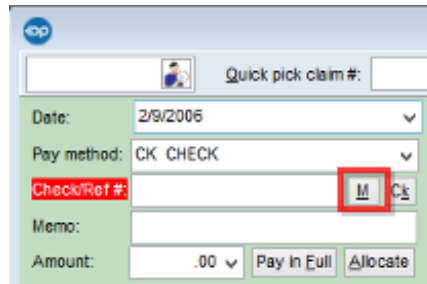
When you are posting EOB's in Office Practicum, you can use the *memorize* check feature as you are posting an EOB. This is a nice feature to use when you are posting multiple children on the same EOB and refrains you from consistently typing in the same check number multiple times.

From the Patient Account

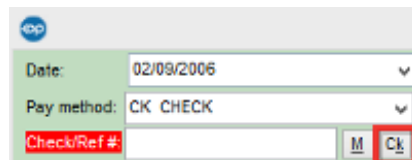
1. Click the **Patient Account**  **Accnt** button and search for patient.



2. Click the **Payments**  **Payments** button.
3. Click the **Add Payment**  **Payment** button to enter a new payment.
4. In the upper left hand corner of your screen enter in your payment of method, enter in your check/payment number, and then click "**M**" to memorize that check number for a future re-use on another patient on the same EOB.


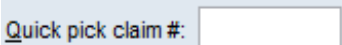


5. When accessing the next patient to post on the EOB, use the **CK** button to populate the memorized check number.



From Bulk Payments

Path: Activities menu > Post Bulk Payments (Keyboard Shortcut keys: [Alt] [A][P])


1. **Search** for the patient .
2. Or Search the OP **Quick Pick Claim#** field (if available on the paper remittance)
.
3. The **Post Bulk Payments** window will automatically retain the check number until you click **Save/Close** at the bottom of the payment window.

Version 14.10



Overview

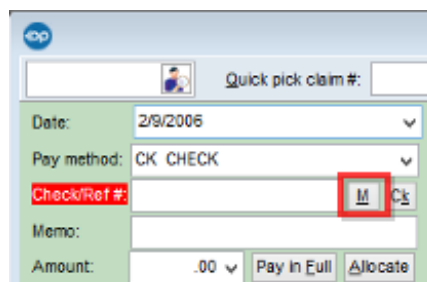
When your are posting EOB's in Office Practicum, you can use the "memorize" check feature as you are posting an EOB. This is a nice feature to use when you are posting multiple children on the same EOB and refrains you from consistently typing in the same check number multiple times.

From the Patient Account

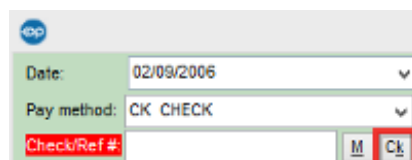
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2. Click on **Payments**  **Payments** button.
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 Quick pick claim #:
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