

How do I put a patient in collections for bad debt?

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While there is currently not a Collections module in OP, you can still set the patient's status to indicate their financial standing with the practice. To change a patient's status to In Collection:

1. Navigate to the patient's chart.
2. Click **Basic Information**.
3. Use the Status drop-down to select **In Collection**.
4. Click the **Save** button.

You may also consider adding a Billing Note or a Misc. Note to the chart.