

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**

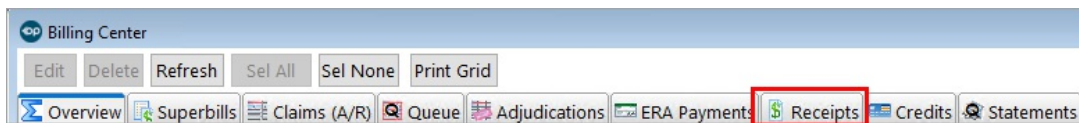
Reconcile Monies Received on a Daily Basis - Front Desk

Last Modified on 05/23/2019 11:59 am EDT

Version 14.19

Follow the steps below to balance all monies collected for a date of service. This process should be done prior to running the daysheet, while the transactions are still current. OP will automatically sum the total payments for each payment method. Be sure to verify patient payment totals as well as insurance payment totals.


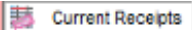
1. Navigate to the Receipts tab of the Billing Center: **Billing tab > Billing Center button > Receipts tab.**

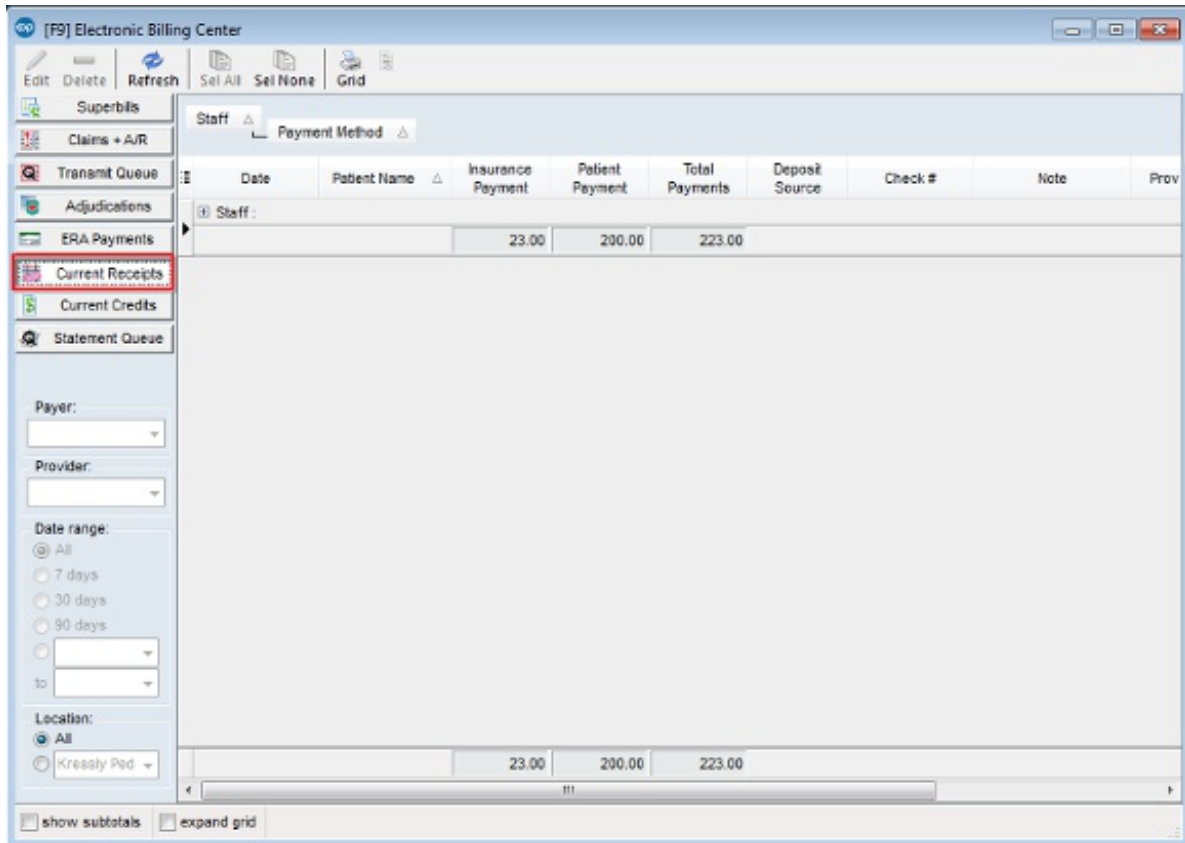


2. Group and/or filter the data to display and isolate payments to meet your reporting needs.
3. Select the **expand grid** checkbox located at the bottom of the window to expand the grid and display the payment details.
4. Reconcile the totals, by method of payment, against your physical monies received for the day.
5. Click the **Print Grid** button to print the grid as it is displayed.

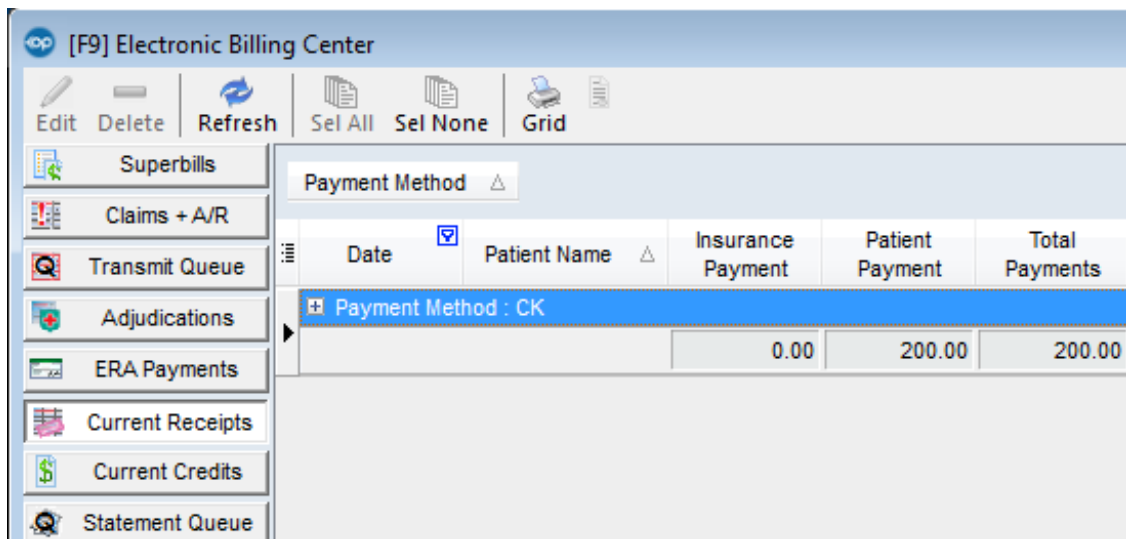
Version 14.10

Follow the steps below to balance all monies collected for a date of service. This process should be done prior to running the daysheet.

1. Click the **Billing** button  to open the e-Billing center.
2. Click on the **Current Receipts** tab .



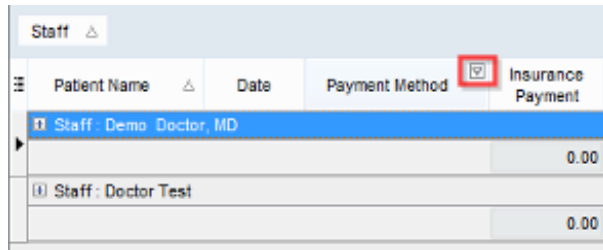
- OP will automatically sum the total payments for each payment method. Be sure to verify patient payment totals as well as insurance payment totals.



- Click **expand grid** **expand grid** at the bottom to view payment details.
- Reconcile the totals, by method of payment, against your physical monies received for the day.

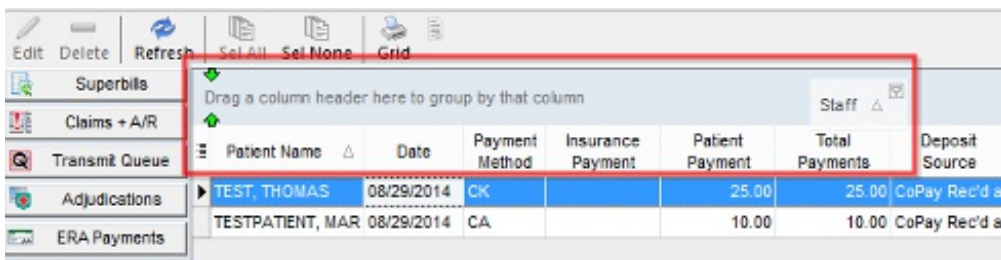
Note: You can isolate payments by any of the set parameters (including **date**, **staff member**, **provider**, **location**, etc) by simply selecting that parameter from the

corresponding dropdown list.




Staff	Payment Method	Insurance Payment
Staff: Demo Doctor, MD		0.00
Staff: Doctor Test		0.00

6. Or drag and drop columns to the gray header.



Drag a column header here to group by that column						
Patient Name	Date	Payment Method	Insurance Payment	Patient Payment	Total Payments	Deposit Source
TEST, THOMAS	08/29/2014	CK		25.00	25.00	CoPay Rec'd a
TESTPATIENT, MAR	08/29/2014	CA		10.00	10.00	CoPay Rec'd a

7. Click the **Print Grid**  button for a copy.