

Bulk Insurance Payments

- Bulk Insurance Payments allow you to distribute a single payment from an insurance company to multiple accounts. This will result in only one check entry on the deposit slip while allowing you to distribute payments to specific patients
 - Post Bulk Insurance Payments by a specific Insurance Company or for a specific Payment Group, which can include multiple Insurance Companies
- Payment Groups
 - Create Payment Groups to identify insurance companies that you may receive bulk checks from that may include patients that have different employers assigned to them
 - Under Lists/Insurance Companies, assign a Payment Group to Insurance Companies that you have created in your system that you would typically receive a bulk insurance payment that includes multiple patients listed on the same payment
 - The Payment Group would need to be entered exactly into each Insurance Company in order for the system to identify the group within the Bulk Insurance Payment window

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- Access the Bulk Insurance Payment window from Activities- Bulk Insurance Payment or add to customizable toolbar
 - Show open claims for insurance company
 - Allows you to select the desired Insurance Company and post payments for patients associated with that insurance company
 - Show open claims for payment group
 - Allows you to select the desired payment group and post payments for patients associated that that payment group

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- The Bulk Insurance Payment window provides the same functionality during insurance posting as you would find if you were posting individual insurance payments:
 - Distribute money to specific services on a claim
 - Input Coverage Book updates to designated Employers
 - View designated claim
 - Add Notes specific to claim
 - Create adjustments for desired amount during closing of claim
 - Create secondary claim for eligible patients
 - Adjust payment if incorrect payment amounts are encountered during posting
- Reporting
 - The Bank Deposit Slip will reflect one entry for the Bulk Insurance Payment rather than individual amounts for each paid patient balance
 - The Payment reconciliation will reflect each entry individually