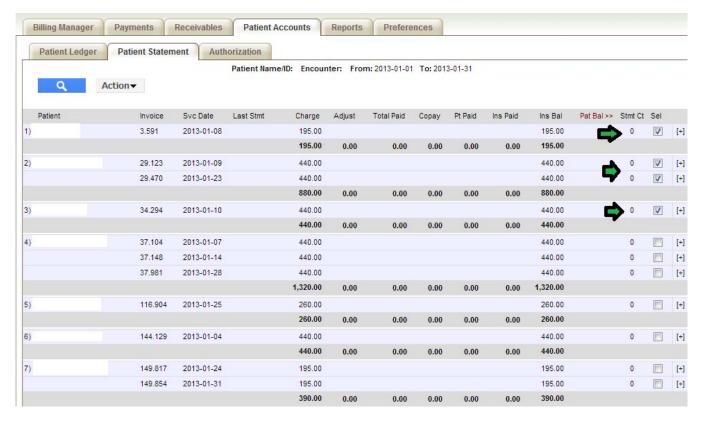
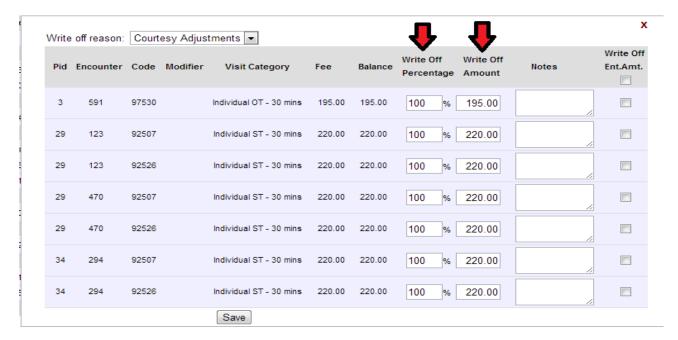
Insurance / Patient Balance Write-off from Patient statement screen:

From the detail search option select the criteria and search the patient by selecting "Due Ins" and click "Search" button will bring the below screen.



From the above screen select the respective patient accounts which need to make write-off before moving the balance to Patient account.

After selecting the patient accounts click on "Action" and select "Write-off" will bring the below screen.



From the above screen by default the write-off percentage will be 100%.

You can decide the write off by changing the percentage (will change the write-off amount accordingly) or changing the write off amount (will change the write off percentage accordingly) as below.

You can also write off the entire amount by clicking on the check box at the right on each encounter line.

Write	off reason:	Court	esy Adjus	tments 🔻					х
Pid	Encounter	Code	Modifier	Visit Category	Fee	Balance	Write Off Write Off Percentage Amount	Notes	Write Off Ent.Amt.
3	591	97530		Individual OT - 30 mins	195.00	195.00	92.31 % 180.00		
29	123	92507		Individual ST - 30 mins	220.00	220.00	50.00 % 110.00		
29	123	92526		Individual ST - 30 mins	220.00	220.00	45.45 % 99.99		
29	470	92507		Individual ST - 30 mins	220.00	220.00	20.00 % 44.00		
29	470	92526		Individual ST - 30 mins	220.00	220.00	100 % 220.00		
34	294	92507		Individual ST - 30 mins	220.00	220.00	100 % 220.00		
34	294	92526		Individual ST - 30 mins	220.00	220.00	100 % 220.00		
				Save					

After mentioning the correct write off percentage or write off amount click on "Save" to complete the process.