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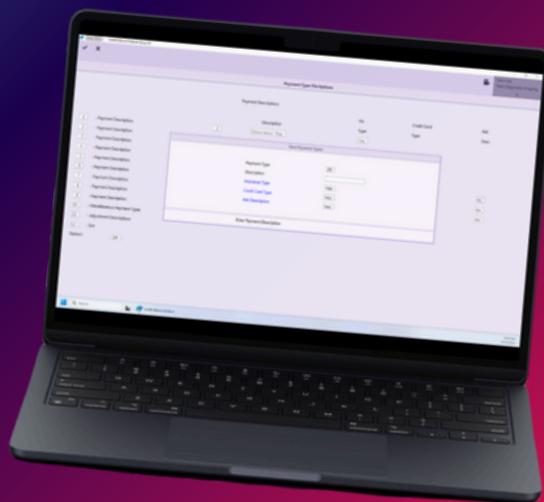
## So you need to add a new payment code in MEDENT.

### What's next?

There are 99 possible Payment Codes in MEDENT.

There are 9 main Payment Codes; 10-99 fall under Miscellaneous.

Payment Descriptions 1-5 and 9 cannot be changed; 6-8 can be changed to suit the practice.



## Navigation Steps

- Under Practice Management, click **Setup > Install/Utility/Master Log > Install Options.**
- Select **Payment/Adjustment Descriptions.**

## Adding a New Code

- Enter 10 in the **Option?** box at the bottom of the screen to choose **#10 Misc Payment Types.**

- Click **New.**

**NOTE:** The Payment Type will default. Payment Types 10-13 are hard coded and cannot be changed.

- Enter the desired Description.
- Set the flag preference for Insurance Type, Credit Card Type and Ask Description.

**NOTE:** Miscellaneous Payment Type #20-96 that are flagged as No to Insurance Type and No to Credit Card Type will reflect in the **Other** column on both the Cash Out and Daysheet Reports.

## Is this an Insurance Type?

- Answering **Yes** allows you to access the payment code later via Insurance payment posting options and allow for reporting of receipt by the Insurance Company. A Payment Code that is not flagged as an "Insurance" payment but is posted to a charge "flagged" to an Insurance Company/collection agency will appear on reports under personal instead of the Insurance Company/collection agency.

## Is this a Credit Card Type?

- Answering **Yes** reports as a Credit Card on the Cash Out Report and Daysheet. The payment code must be flagged as a Credit Card Type Payment in order to use the Credit Card Refund option.

## Ask Description?

- Answering **Yes** will prompt the poster to enter a Payment Description.



Questions? Submit a support request at [MEDENT.com](https://www.medent.com).