



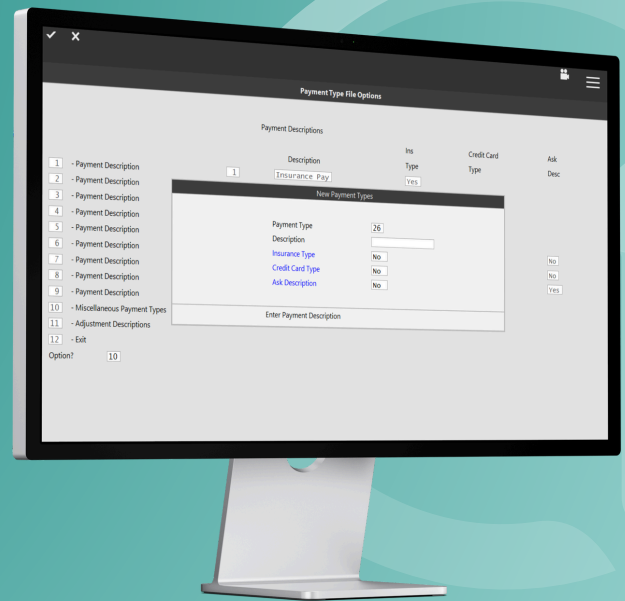
So you need to add a new payment code in medent.

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.