

Charge Posting

Charges can be posted through many avenues, including the Daily Billing Summary Screen, E-Superbill (ESB) on Chart Central, Charges on the Patient Information Screen and Posting Menu from the Main Menu.

Daily Billing Summary (DBS)

Daily Billing Summary Admin Setup

- Practice Management > Billing > Daily Billing Summary Admin Setup
- Check **Enable Post & Close ESB** to use the Daily Billing Summary screen for Charge Entry.

Setup

- Enable Post & Close ESB
 - Enable Post & Close ALL ESBs
 - Enable Post & Close ESBs by Doctor: 1
 - Enable Post & Close ESBs by Location: Unselected
 - Enable Post & Close ESBs by Ebill Status: ApprPost
- Enable Post Payment Only
 - Enable Post All Payments
- Enable Approve To Post

Daily Billing Summary Preferences

- Click **Daily Billing Summary Preferences** at the top of the Daily Billing Summary screen to display items such as insurance policy number, onset date and NDC number.

Note: Users must have security to access this area.

Daily Billing Summary User Setup Screen

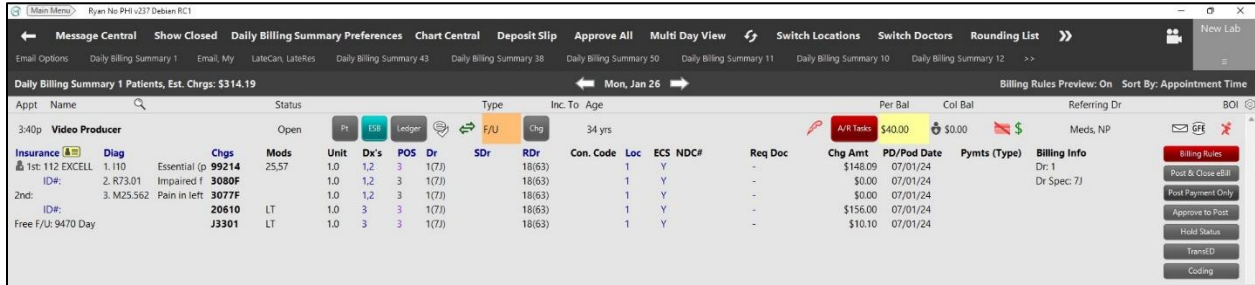
Statuses To Show: All Open Statuses
Types To Show: All Types
Default View: Multi Day View

- Display Insurance Information
- Display Incoming Referrals
- Display Insurance Policy Number

Set Up Daily Billing Summary View

- Click the gear icon in the upper right corner.
- Add Available items such as the manual charge entry button.

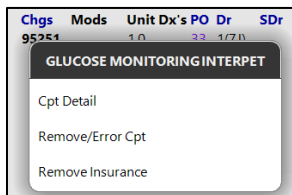
Daily Billing Summary Screen



- Select the correct date, locations and providers for charges to be posted.
 - Click the date to select the date range.
 - Click **Switch Locations** to select the location(s).
 - Click **Switch Doctors** to select the doctor(s).

Note: Users can add Bookmark Toolbar links to quickly display specific locations, providers and ESB statuses.

- Review all information displayed:
 - To reorder Diagnosis or CPT codes, click on the code and drag it to the correct position.
 - Click on **Chgs** or **Diag** to add or remove a code.
 - To remove or drop CPT codes to the patient's responsibility, right-click while hovering over the code.
 - Add Modifiers under the **Mods** column.
 - Point Diagnosis codes to CPT codes using the **Dx's** column.



- Once all information is verified:
 - a. Click **Post & Close eBill** to post the charge, or...
 - b. Click **Chg** to manually post from the Charge Entry screen.
- Once the charge is posted, the eBill status will change to **Closed** and the encounter will be removed from the screen by default.
 - Click **Show Closed** at the top of the screen to see all ESBs with a closed status.

Manual Charge Entry

Manual Charge Entry can be done from:

- a. Practice Management > Post > Charges
- b. Patient Information > Charges
- c. Patient Information > Ledger > Charges
- d. Chart Central > ESB **ESB** > Post > Charges
- e. Daily Billing Summary Screen > Chg **Chg**

Charge Entry Screen

When posting charges associated with an ESB, everything from the ESB will pull into the charge entry screen.

From	To	Dr	CPT	1st of 3	Msc	POS	Dx	I	B	A	E	U/D	Charges
01/30/26	01/30/26	1	99213	Office/Outpatie	N	33	23	Y	Y	N	Y	1.0	104.62
01/30/26	01/30/26	1	20610	Inject/Drain Ar	N	33	1	Y	Y	N	Y	1.0	156.00
01/30/26	01/30/26	1	J3301	Injection Triam	N	33	1	Y	Y	N	Y	1.0	10.10

Memo 1:												Total Charges This Session:		270.72
Non Personal Balance	1102.53	Prior Personal Balance	15.00	Payment Type	6								25.00	
Personal Balance	-10.00	Personal Charges this Session	0.00										0.00	
Total Balance	1092.53	Adjustments this Session	Type 0	0.00	Payment Type	0							0.00	

- To add a modifier, click on the CPT description. The CPT code detail screen will display.

- Use the Dx column to point diagnoses to a specific CPT code.

CPT		1st of 3	Msc	POS		Dx
99213	▼	Office/Outpatie	N	33	▼	23
20610	▼	Inject/Drain Ar	N	33	▼	1
J3301	▼	Injection Triam	N	33	▼	1

- Click when done.
 - If no payment was recorded on the ESB, clicking will place the cursor at the payment field on the bottom right side of the screen.
 - If a payment was recorded on the ESB, clicking will take you to the payment posting screen to allocate the payment, if it was not already allocated in the ESB.
- Charge entry is complete once the charge entry screen appears again with the Post, Appointments, Recalls, etc. buttons displayed at the bottom of the screen.



- Click the back arrow to exit charge entry.

Payment Posting Screen

Desc	L	D	Ins	A	E	M	Date	Code	Charge	Payment	Adjust	AC	Balance
Video	1	1	112	N			01/30/26	99213	104.62	.			104.62
Video	1	1	112	N			01/30/26	1111F	0.00				0.00
Video	1	1	112	N			01/30/26	20610	156.00				156.00
Video	1	1	112	N			01/30/26	J3301	10.10				10.10
Credit	1	1	N				01/30/26			10.00			-10.00

- **TPay** is the total amount paid. This amount is pulled from the ESB.

TPay	25.00
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- **Left** is the total amount remaining to be applied.

Left	25.00
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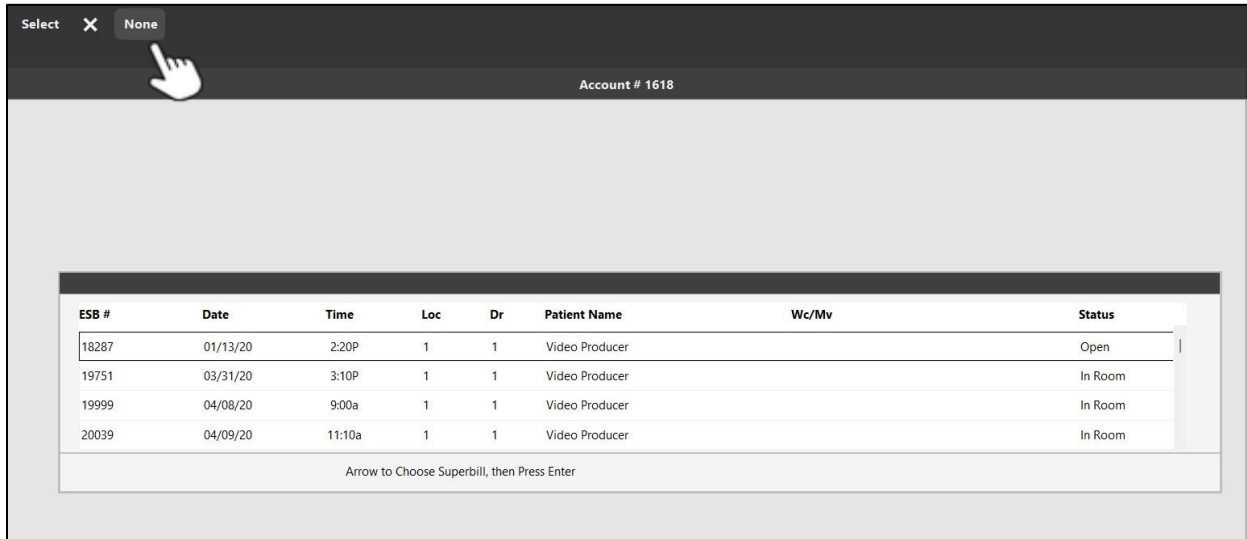
- Enter the payment amount under the **Payment** column on the correct line item.
- Once the full **TPay** has been applied to the correct line items, the **Left** will be zero.
- Click when done to finalize the payment posting.
- Charge entry and payment posting are complete once the charge entry screen appears again with the Post, Appointments, Recalls, etc. buttons displayed at the bottom of the screen.

Post	Appointments	Recalls	Update Default Dx	Update Default Charges	Receipt	Ledger	Comp	>>
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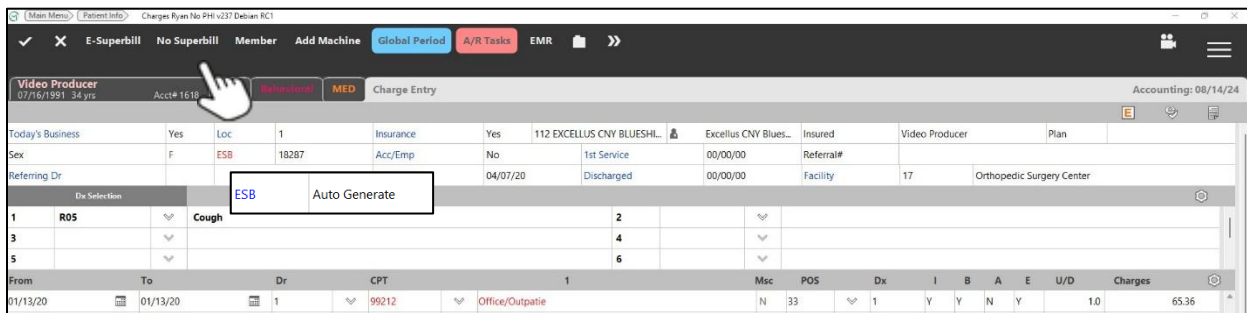
- Click the back arrow to exit charge entry.

Posting Charges Not Associated with an ESB

e.g. Nursing home charges, hospital visits, form fees, corrected claims, balance forward



- When entering the Charge Entry screen, any open ESBs will display as a list. For charges are not associated with an ESB, click **None** at the top.
- In the Charge Entry screen, if **ESB** is red, an ESB is associated with the charge. Click **No Superbill** at the top to remove the ESB. **Auto Generate** will display to ensure charges are not linked to an open encounter.



- Click **Dx Selection** to choose diagnosis codes.
- Enter dates of service.
- Enter doctor number under **Dr**.
- Enter CPT code.
- The remaining workflow is the same as posting a charge from an ESB.

Resources:

medent manual:

www.medent.com/htmlmanual/html/v237/dailybillingsummaryadminsetup.html

www.medent.com/htmlmanual/html/v237/dailybillingsummarymr.html

www.medent.com/htmlmanual/html/v237/chargespost.html

www.medent.com/htmlmanual/html/v237/personalpaymentspost.html

www.medent.com/htmlmanual/html/v237/transferchargesfromoldsystempost.html