

Quick Reference Guide:

Applying an Adjustment outside of a Payment

Overview

You can apply an adjustment within your deposits/apply payments screen or from the client's Financial Record, Claims queue. The workflow to apply an adjustment within a deposit is part of the **Payments and Adjustments Session Guide**.

Procedure

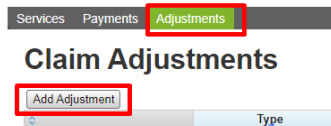
1. Go to **Agency > Billing Queue** or navigate to the client's chart and select **Financial Record > Claims**.
2. Select the claim and click **Actions > Claim**.
3. Click on the **blue hyperlink**.

Invoices

		Number
Print	Resubmit	00000000399

Showing 1 to 1 of 1 entries

4. Go to the Adjustments tab and click **Add Adjustment**.



5. Complete the following:

- **Type** (select from drop down)
- **Group Code** (select from drop down)
 - CO Contractual Obligation
 - CR Correction and Reversal
 - OA Other Adjustments
 - PI Payer Initiated Reduction
 - PR Patient Responsibility
- **Reason Code**
(hard coded - enter and the codes appear)
- **Enter Amount**

6. Click **Accept**.