

## ENTERING PAYMENT METHODS

MotionMD allows you to enter payment information for Primary, Secondary and Tertiary commercial insurance in addition to Medicare, Medicaid, Automotive, Worker’s Comp and Self -Pay. These may be added manually or imported depended upon if the account is integrated or non-integrated.

### Adding Payment Method:

**Integrated Account (Import)** An integrated account will have the option to import insurances under payment method

**Non-Integrated Account (Manual)** A non-integrated account will have the option to add insurances under payment method

A pop-up box will appear for user to select payment method and details:

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### Worker's Compensation/Automotive Claims:

A PA created with Worker's Compensation or Automotive as the payment method will require additional fields to be completed.

**Adding Date of Injury:** Add the date of injury under Medical Information:

Medical Information Edit

Provider: Joy Don - [1194917807]

**Date of Injury**: Month, Day, Year

Date of Surgery: Month, Day, Year

Save Changes Cancel

**If Available Add Adjuster Information:** Edit payment method to add adjuster Name and Phone:

New Work Comp Payment Method ×

Required fields are marked with an asterisk (\*)

| Policy Information          | Policy Holder   |
|-----------------------------|---|
| Type *<br>Work Comp         | Relationship to Patient<br>Select a Relationship  |
| Payor Name *<br>Payor Name  | Choose from official choices on 1500 claim form<br>First Name *<br>Test<br>Last Name *<br>Patient |
| Policy #<br>Policy #        | Birthdate<br>1 - Jan 3 1966   |
| Group #<br>Group #          | Street<br>5 Smith St.   |
| Payor Information<br>Street | City State Zip Code<br>Englewood OH 45322-2616  |
| City State Zip Code         | Phone Number  |
| Phone Number                | <b>Adjuster Information Work Comp</b>   |
|                             | Contact Contact Phone   |
|                             | Employer Employer Phone   |

Save Changes Cancel

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**Self-Pay/TOS Claims:** The self-pay option should be selected for a self-pay patient or a time of service (TOS) patient.

In the Self-Pay Payment Method, select Record Payment to track charges processed by PA.

Select the box next to the product that the patient is making the payment on. Add details to all remaining required fields and Record Payment.

**NOTE:** There may be instances when the product pricing is blank. If the pricing has not been loaded, users can manually add the pricing by selecting the check box on the product line to modify the charge amount.