

# Patient Payments Tip Sheet

Date of Service is:	Payment Code	Posting Method?	Notes	Examples
In the <b>PAST</b>	<b>Payment on Account (1034)</b>	Outstanding Charges or Automatic to Oldest	You can select specific charges to distribute to.	Any self-pay balance due for any PAST appointment(s).
A <b>BAD DEBT</b> balance	<b>Payment on Account (1034)</b>	Left for Later Distribution	Payment remains undistributed until Payment Posting staff recalls the amount from the Collections Agency	Any self-pay balance sent to collections and is currently sitting in a status of BAD DEBT.
<b>TODAY – Copay</b>	<b>Co-Pay (1023)</b>	Left for Later Distribution	Payment remains undistributed until self-pay balance is adjudicated.	Patient’s co-pay amount for TODAY’s visit.
<b>TODAY – Other</b>	<b>Time of Service (1154)</b>	Left for Later Distribution	Payment remains undistributed until self-pay balance is adjudicated. Used for deductible or co-insurance payments.	Cash and carry items such as skin care products, vitamins or FMLA paperwork.
In the <b>FUTURE</b>	<b>Pre-Payment (1004)</b>	Left for Later Distribution	Payment remains undistributed until self-pay balance is adjudicated. Matches to <i>same department</i> charges so you may need to change your posting department.	A payment collected for a surgery occurring at the hospital next month.