Instructions for Employee free pair Glasses and BOGO's

- 1, Post Job to the ledger as normal
- 2, Go to the adjust command at the top of the screen

Service Material Credit Adjust Edit Delete Search Tax Batch EHR st	Insert Print Sal	t Mult Vie	w Age	e Fam	ily Note	Options	Recalc Fin	ance
, 2 🥦 🔊 😰 📾 💌	60 💌 🕴			10036A	eľ		LOG OFF	
Patient: (A) Downs, Melanie Resp: Downs, Melanie								
Plan: VSP Choice <2 (10-PAY>		<hold-></hold->	06/26/1	12>	Last Billed: 1			
Loc-Acct #:L01 - 103469 Claim Validate Resp.Bal: 321.18 Ins.Bal: 0							.Bal: <mark>0.00</mark>	
POSTED DOS P ACTIVITY	ID	LOC DPT	AUX	C #	AMOUNT	ADJUST	CREDIT	BALANCE 📩
01/26/12 01/26/12 Opened Ledger								0.00
05/29/12 05/29/12 A No Charge Office Visit	WEI	LO1 OPT	SAY 1	× 1.0	0.00			0.00
07/19/12 07/19/12 A Frame [WE2215CO]	WEI	L97 OPT	MDO	1.0	132.00			132.00
07/19/12 07/19/12 A Single Vision Lenses	WEI	L97 OPT	MDO	2.0	43.00			175.00
07/19/12 07/19/12 A 1.60 High-Index SV	WEI	L97 OPT	MDO	2.0	69.00			244.00
07/19/12 07/19/12 A AR-Crizal Easy	WEI	L97 OPT	MDO	2.0	74.00			318.00
07/19/12 07/19/12 A Sales Tax	WEI	L97 OPT		1.0	3.18			321.18

3, Put the amount of the glasses with tax in the adjust box, click ok

Search Tax Batch EHR	Post	Insert Print Sa	it Mult New Age I	-anniy Note C	ptions Recaic	Finance
<u></u>		63 💌 4			3 💼 5	og
Patient: (A) Downs, Melanie	э L				Resp: Downs,	Melanie
Plan: VSP Choice 🛛 🗸 <2	CO-PAY>		<hold->06/26/12></hold->		Last Billed:	
Loc-Acet #:L01 - 103469		Claim Validate		Resp.B	Bal: <mark>321.18</mark>	Ins.Bal: 0.00
POSTED DOS PI 01/26/12 01/26/12 01/26/12 05/29/12 05/29/12 A No 07/19/12 07/19/12 07/19/12 A Sin 07/19/12 07/19/12 A Sin Sin	ACTIVITY	Enter Amount	LOC DPT AUX C		CRED	TT BALANCE 0.00 0.00 132.00 175.00 244.00 318.00 321.18
						*

4, Then post the adjustments (just like posting a payment)

	ount Ledg	ger -	Downs, A	Aelanie L [A	CC1:10	3469		R:103469	2			\times
Service	Material	Credit	: Adjust	Edit Delete	Insert	Print	Salt	Mult View	Age Far	nily Note	Options	
Recalc	Finance S	Search	Tax Ba	tch EHR Post								
	2	12	° I 🗖		16-2 (۲						?
Patient: (A) Downs, Melanie L Besp: Downs, Melanie												
Plan: VS	VSP Choice 22 CD PAYs											
		03469			Claim V	alidate	7	Bee	- Pat 321	Real Inc.		
DOCACC		1.01	,			1.1		hes	p. bal: ball		Bal: 0.00	
PUSTEL			O	ACTIVITY		<	IU.	AMOUNT	BALANCE	PAID	ADJUST	~
05/29/1	2 05/29/12	5 6	No Charge	Office Visit			VEL	0.00	0.00			
07/19/12	2 07/19/12	2 A	Frame IV/F	2215001			VEL	132.00	132.00			
07/19/1:	2 07/19/12	2 A	Single Visi	on Lenses			VEI	43.00	43.00			
07/19/1:	2 07/19/12	2 A	1.60 High-	Index SV			VEI	69.00	69.00			
07/19/1:	2 07/19/12	2 A	AR-Crizal F	asy			VEI	74.00	74.00			
07/19/1:	2 07/19/12	2 A .	Sales Tax			- N	VEI	3.18	3.18			
You are in a posting mode: You go line by line and post the adjustment (just like posting money)												
								1				
								Į	,			>
Spac	e Bar-> Sel	ect)[s	:" -> Search		Ente	=r-> Do		Bal:\$	321.18)("F" -	-> Fu

- 5, Click yes to confirm completion
- 6, Choose the description—Employee free pair or BOGO



7, Save

Account Ledger - Downs, Melanie L ACCT:10	3469	HR:1	0346	91						
Service Material Credit Adjust Edit Delete Insert	Print Sall	t Mul	t Vier	~ Aa	e Fa	amily Note	Options	Recalc Fir	nance	
Search Tax Batch EHR Post				_						
<u></u>	(2)		<u>^</u> [NOTE	2020					
Patient: (A) Downs, Melanie L Pt price shows Resp: Downs, Melanie										
Plan: VSP Choice << 2 CD-PAY> <hold->D6726/12> Last Billed: I</hold->										
Loc-Acet #:L01 - 103469 Claim	Validate		p. Bal: 0.00	0.00 Ins.Bal: 0.00						
POSTED DOS P ACTIVITY	ID	LOC	DPT	AUX	C ‡	‡ AMOUN1	ADJUST	CREDIT	BALANCE	
01/26/12 01/26/12 Opened Ledger									0.00	
05/29/12 05/29/12 A No Charge Office Visit	WEI	L01	OPT	SAY	× 1	.0 0.00)		0.00	
07/19/12 07/19/12 A Frame [WE2215C0]	WEI	L97	OPT	MDO	1	.0 132.00)		132.00	
07/19/12 07/19/12 A Single Vision Lenses	WEI	L97	OPT	MDO	2	.0 43.00)		175.00	
07/19/12 07/19/12 A 1.60 High-Index SV	WEI	L97	OPT	MDO	2	.0 69.00)		244.00	
07/19/12 07/19/12 A AR-Crizal Easy	WEI	L97	OPT	MDO.	2	.0 74.00)		318.00	
07/19/12 07/19/12 A Sales Tax	WEI	L97	OPT		1	.0 3.18	3		321.18	
07/19/12 07/19/12 A Employee Fee Pair Discount	***	L97			1	.0	321.18		0.00	
D7/19/12 07/19/12 A Employee Fee Pair Discount *** L97 1.0 321.18 0.00 You can see on the ledger that this pair was bought using the employee free pair 1 1 1 1 1 1 1 1 1 1 1 0.00										

This is the correct procedure everyone should be following. If you have questions please contact me and I will VNC into your computer to show you how.

Thanks;

Melanie Downs