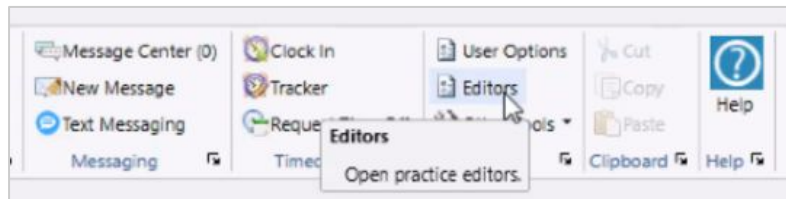


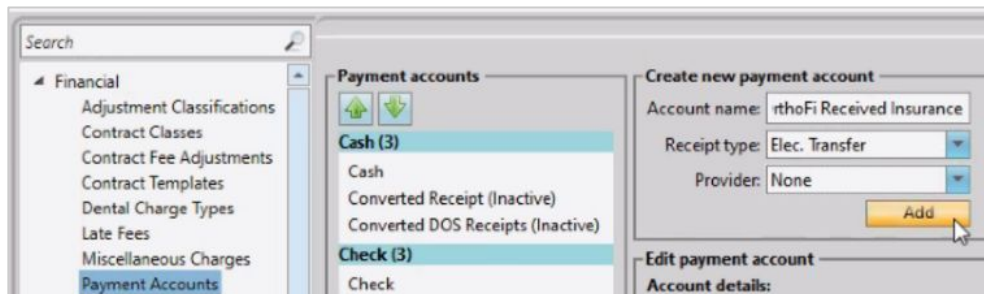
How to Create a New Payment Type in Ortho2 Edge

Step by Step Process

1. In the Ortho2 Edge left-hand menu, click **Editors**, then select **Payment Accounts**. Enter your login credentials to proceed.



2. Under **Create New Payment Account**, enter the following:
 - a. Account Name = OrthoFi Received Insurance
 - b. Receipt Type = Elec. Transfer
 - c. Provider = None
3. Click **Add** to finish creating the new payment type.

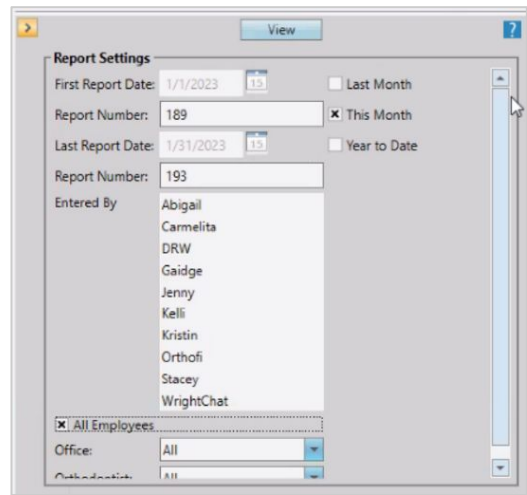
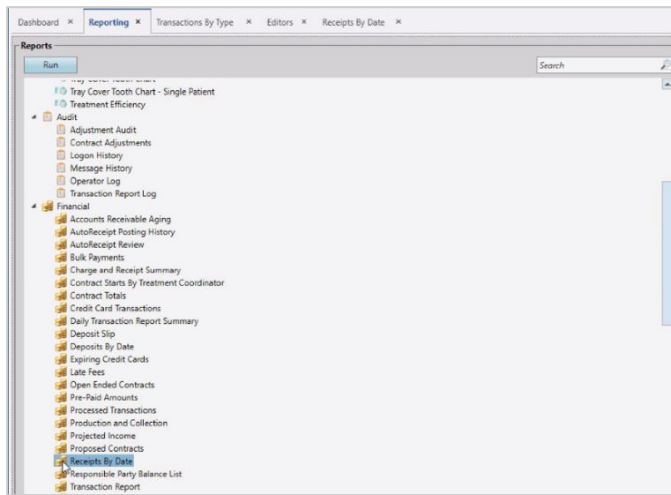


Reporting Instructions

1. Select **Reporting**



2. Select **Receipts by Date**



3. Input the date range for the report, select all employees, then click **View**
4. Locate OrthoFi insurance payment type & total amount under that payment type
5. Navigate to the last page to see receipts totals
6. Subtract OF Insurance payment type total from total receipts total for true receipts \$ amount:

Date	Res Party Name	Patient Name & Id	Amt	Description	Entered By	Rpt #
OF Insurance Payment VCC						
1/20/2023	[REDACTED]	[REDACTED]	\$142.84	[REDACTED]	OFI	192
1/27/2023	[REDACTED]	[REDACTED]	\$125.00	[REDACTED]	OFI	193
1/27/2023	[REDACTED]	[REDACTED]	\$125.00	[REDACTED]	OFI	193
OF Insurance Payment VCC Total:			\$2,954.91			
Credit Card - In House Total:			\$16,483.91			
Credit Card Total:			\$19,438.82			
Cash						
1/18/2023	[REDACTED]	[REDACTED]	\$300.00	Cash	OW	192
Cash Total:			\$300.00			
Cash Total:			\$300.00			
Total:			\$78,976.40			

Note: Date posted to the PMSW ledger will not be the same as the date OrthoFi received payment. To properly reconcile:

- From the OrthoFi dashboard, click Reports > Admin > Insurance Reconciliation
- Locate the last posted insurance payment and open up the correlating patient account in Edge to confirm the date the payment was posted
- When running your collections report in Edge, make sure the date the last payment was posted is included in the report's date range

Date Posted in PMSW →

Date	Description	Charge	Receipt	Balance	Charge Type	Note
1/20/2023	Check# 50930557		(\$107.78)	(\$215.56)	Receipt - Check	Dec'22 DOS - Remittance ID: 3275974 - Payment Date: 12/13/2022 - Carrier: United Healthcare - D5
12/13/2022	Check# 13457679		(\$107.78)	(\$107.78)	Receipt - Check	
11/22/2022	Reverse: CK# INS 1327883...	\$215.56	\$0.00		Receipt adjustment	
11/22/2022	CK# INS 13278837 DOS 09...		(\$215.56)	(\$215.56)	Receipt - Check	

Date Received by OrthoFi →

3275974 EOB	1/13/2023	1/12/2023	Patient Not in OrthoFi	Ava Hilton	Wilson Orthodontics - Michael J. Wilson DDS - Durham	United Healthcare	\$210.86	\$107.78	✓
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