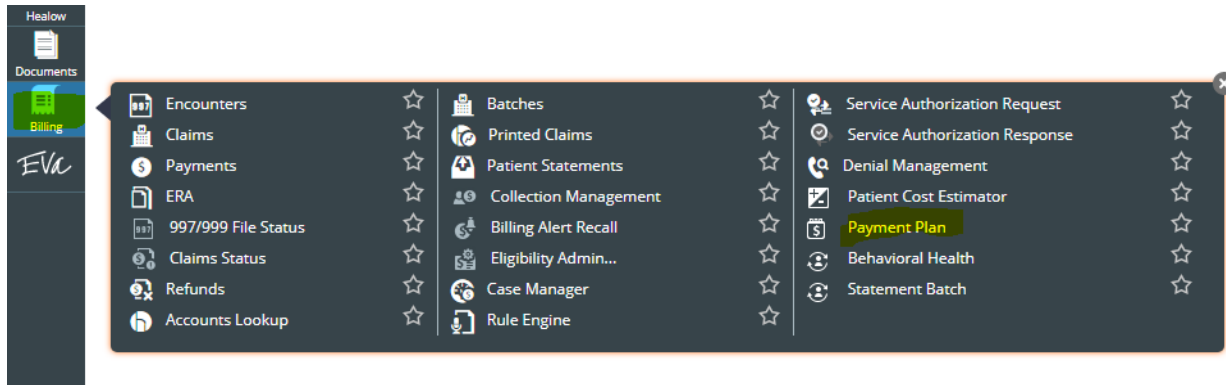
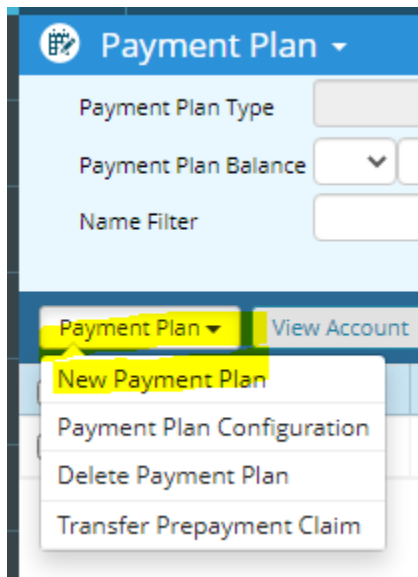


# HOW to Make a Payment Plan

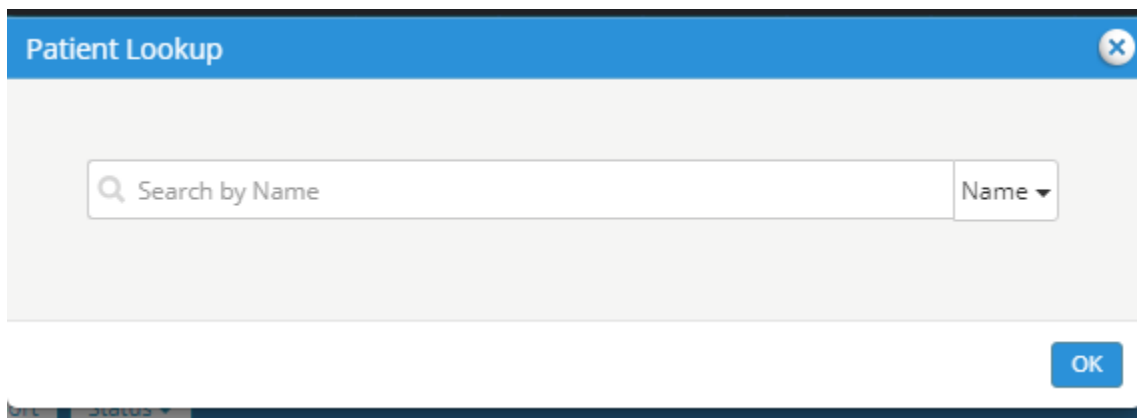
Click on “Billing” tab and select “Payment Plan”:



Click on “Payment Plan” and select “New Payment Plan”:

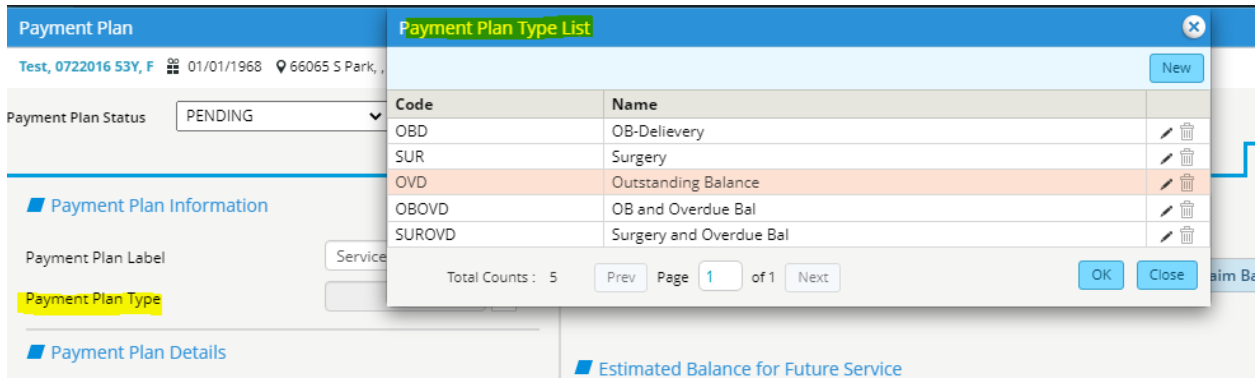


Look the patient up and click “OK”:



# HOW to Make a Payment Plan

Click on “Payment Plan Type” and select the option that most makes sense:



Code	Name
OBD	OB-Delivery
SUR	Surgery
OVD	Outstanding Balance
OBOVD	OB and Overdue Bal
SUROVD	Surgery and Overdue Bal

Fill out remaining information and click “OK”.