Debt Management for Old Accounts with no recent activity

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Where a patient account is in debt, and it is not feasible it will ever be paid, CareRight has the capability to write off old debt en masse, particularly when a patient account has been closed (but the existing financial records have not been written off).

This is particularly useful if the debt has reached statutory limitations.

Users with Account - Restricted Actions permissions are able to view and search for outstanding debts.

Dashboard > Reconciliation > Debts

Of

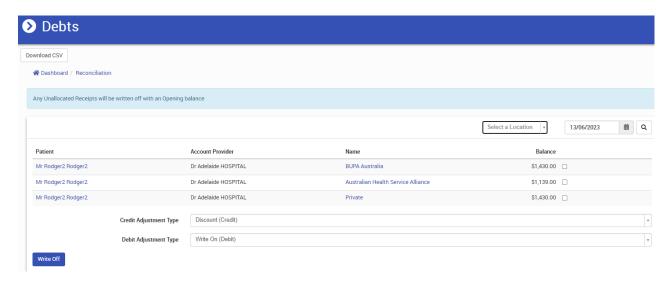
Dashboard > Location > Reconciliation > Debts

- 1. Click the debts.
- 2. By default the current data will be displayed
- 3. To change the date the data is displayed for
 - a. Use the calendar icon near the top left of the window to select the required date
 - b. Click the Search button

The date criteria will show patient accounts with a non o balance and no activity after the specified date.

A user can export the result into CSV file.

For managing other patients with debt or more recent transactions, we recommend the Aged Debtors Report (Aged Receivables Report)



- After careful review, you can select the individual accounts you wish to bring to a \$0.00 balance.
- After you select and click on write off system will ask you a confirmation.
- Once you confirm the invoices to reduce the balance to \$0.00