

Receive Money from Providers

Last Modified on 04/19/2019 2:05 pm CDT

In some situations, it may be necessary for you to demand providers to return payment. For example, suppose a provider dropped off your program and you already sent them payment for their last claim. The claim later required a negative adjustment. Since you are not issuing another payment to this provider, the provider must re-pay you for the negative amount. You may also require re-payment for all negative claim adjustments.

You can track these received payments in Minute Menu HX. To do so:

1. Click the **Checkbook** menu and select **Receive Money from Provider**. The Receive Money from Provider window opens.
2. Click the **Provider** drop-down menu and select the provider from whom you received payment. Negative non-claim payment adjustments for the selected provider displays in the Itemized Detail box.
3. Check the box next to the amount to pay.
4. Click the **Amount Received** box and enter the amount of the payment you received from the provider.
5. Click the **Date Received** box and enter the date you received the payment.

Receive Money from Provider

Select Provider: A # **Provider:**

Itemized Detail:

04/19/2019	IRS withholding	(\$15.00)	<input checked="" type="checkbox"/>
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Total Receivable: -15.00
Amount Received:
Date Received:

6. Click **Save**.