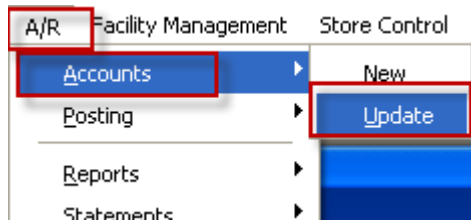
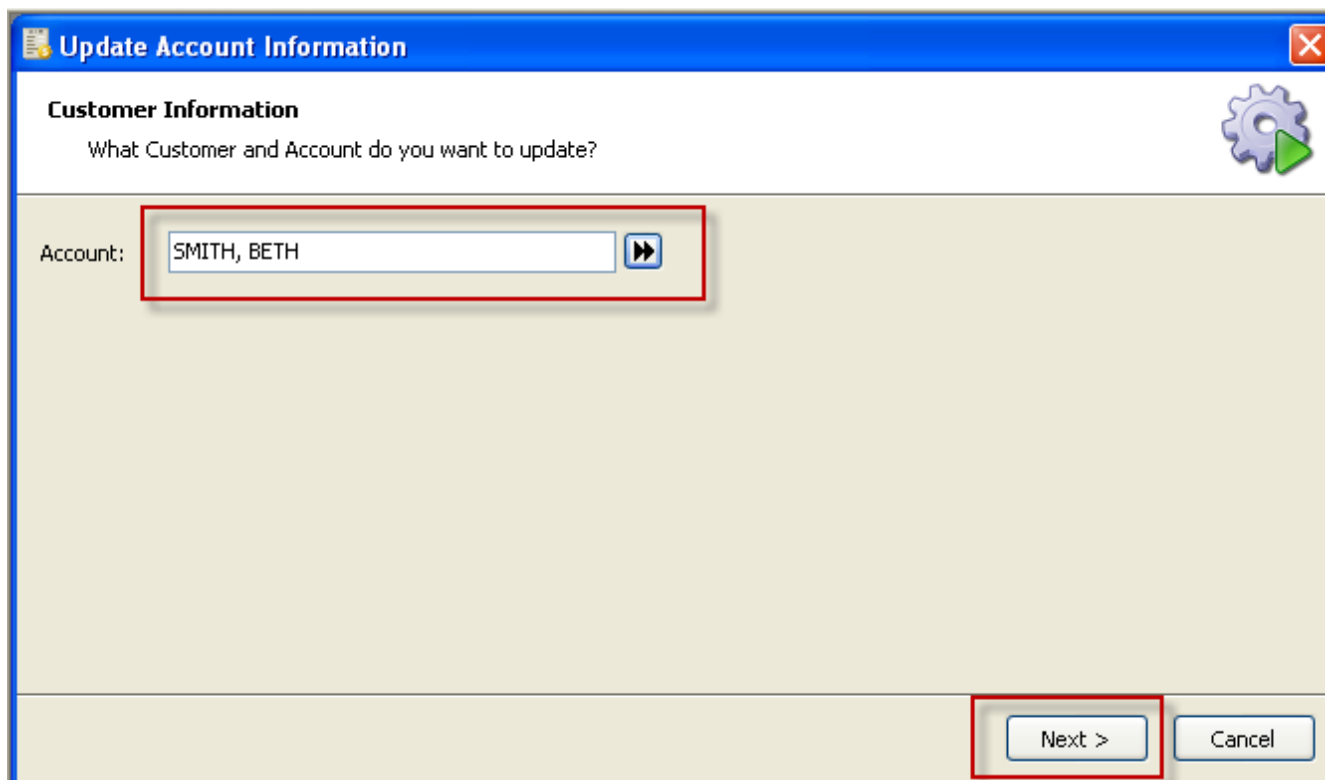


If you check out a prescription and need to correct your dollar amount or take off completely, follow these steps:

1 - Go to A/R, Accounts, Update:



2 - Type in the patients account to correct. Click on Next or the double arrows to find your patient:



3 - Click on View A/R Profile:

Update Account Information

Customer Information

Patient
 SMITH, BETH
 123 MAIN STREET
 SPARTANBURG, SC 29306

Patient A/R Info

Credit Limit:
 YTD Finance Charges:
 YTD Medical Deductible Charges:
 Auto A/R Posting:
 Frozen:
 Finance Charge:
 Turn Over For Collection:
 Suppress Incentive Discount:
 Date of Last Payment: 00/00/00
 MTD Balance Adjustment: .00
 YTD Balance Adjustment: .00

Balance Information

Current: 42.48
 0-30: .00
 31-60: .00
 61-90: .00
 91-120: .00
 121-150: .00
 151-180: .00
 181+: .00
 Balance: 42.48

I need to correct prescription 6305421. I click on the Charge of the prescription (copay) to highlight, then click Void at the top. I then click on the Payment of the prescription to highlight and click on Void at the top:

A/R Profile: SMITH, BETH

A/R Transactions

Account Information

Account Name: SMITH, BETH
 Last Payment: 00/00/00
 Previous Balance: .00
 Charges: 131.93
 Payments: 89.45
Current Balance: 42.48

Transactions

| Patient Name | Date | Rx Number | Quantity | Description | Ded? | Amount |
|--------------|--------|-----------|----------|-------------------|------|---------|
| SMITH, BETH | 072011 | 06305421 | 30 | ASPIRIN 325MG TAB | * | 25.00 |
| SMITH, BETH | 072011 | 06305421 | 30 | Payment-Thank You | * | (25.00) |
| SMITH, BETH | 072011 | 06305422 | 30 | IBUPROFEN 400MG T | * | 25.00 |
| SMITH, BETH | 072011 | 06305422 | 30 | Payment-Thank You | * | (15.00) |
| SMITH, BETH | 072011 | 06305423 | 30 | ELAVIL 50MG TAB | * | 29.45 |
| SMITH, BETH | 072011 | 06305423 | 30 | Payment-Thank You | * | (29.45) |
| SMITH, BETH | 072011 | 06305424 | 30 | NEFAZODONE HCL 20 | * | 52.48 |
| SMITH, BETH | 072011 | 06305424 | 30 | Payment-Thank You | * | (20.00) |

*** End Of Account Profile ***

This takes the charge of the prescription and the payment off of the patients A/R Account completely:

The screenshot displays a software window titled "A/R Profile: SMITH, BETH". On the left is a navigation menu with "Profile", "Additional Info", and "History". The main area is titled "A/R Transactions" and contains two sections: "Account Information" and "Transactions".

Account Information

| | | | |
|---------------|-------------|-------------------------|--------------|
| Account Name: | SMITH, BETH | Previous Balance: | .00 |
| Last Payment: | 00/00/00 | Charges: | 131.93 |
| | | Payments: | 89.45 |
| | | Current Balance: | 42.48 |

Transactions

| Patient Name | Date | Rx Number | Quantity | Description | Ded? | Amount |
|--------------|--------|-----------|----------|-------------------|------|---------|
| SMITH, BETH | 072011 | 06305422 | 30 | IBUPROFEN 400MG T | * | 25.00 |
| SMITH, BETH | 072011 | 06305422 | 30 | Payment-Thank You | * | (15.00) |
| SMITH, BETH | 072011 | 06305423 | 30 | ELAVIL 50MG TAB | * | 29.45 |
| SMITH, BETH | 072011 | 06305423 | 30 | Payment-Thank You | * | (29.45) |
| SMITH, BETH | 072011 | 06305424 | 30 | NEFAZODONE HCL 20 | * | 52.48 |
| SMITH, BETH | 072011 | 06305424 | 30 | Payment-Thank You | * | (20.00) |

*** End Of Account Profile ***

Since my charge and payment has now been taken off my A/R Account, to post the payment again I have to reverse and void my prescription. Then I need to fill the prescription again. This puts the prescription back into the Delivery/Will Call Queue for check out again. I can correctly check the prescription out now.

If I needed to get rid of the charge and payment and do not have to correct the amounts, after I follow the steps above, I would reverse and void my prescription. Then I am done.