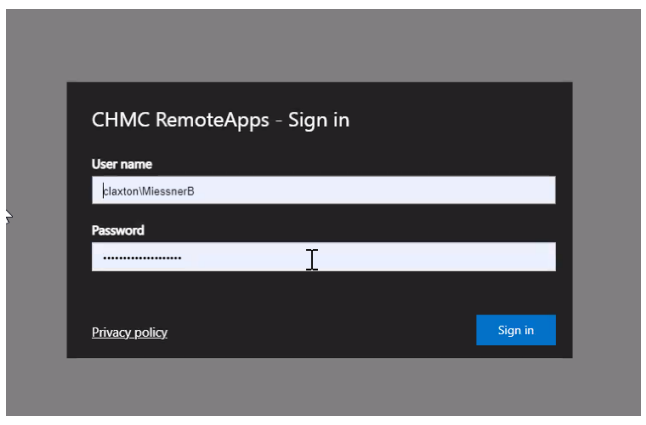
Self Pay Transfer - Meditech Transfer to

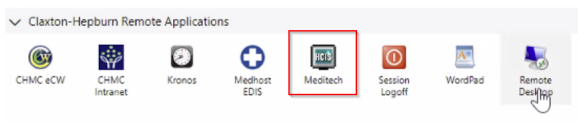
https://apps.chmed.org/rdweb/webclient/

Open RemoteApps

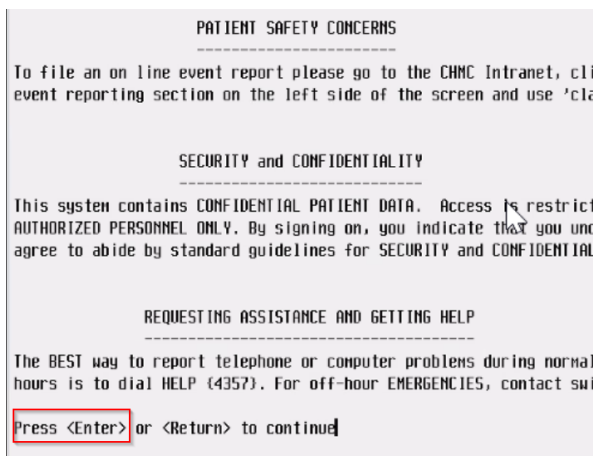


Log in to remote desktop

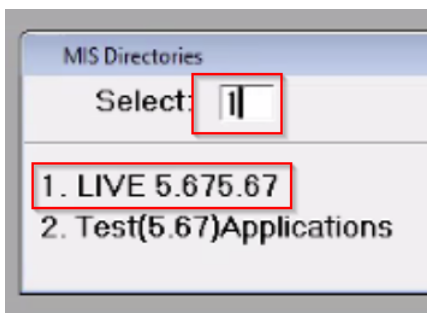
Open Meditech and Duo



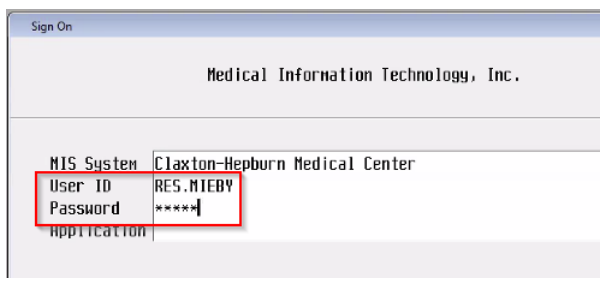
Hit enter to continue



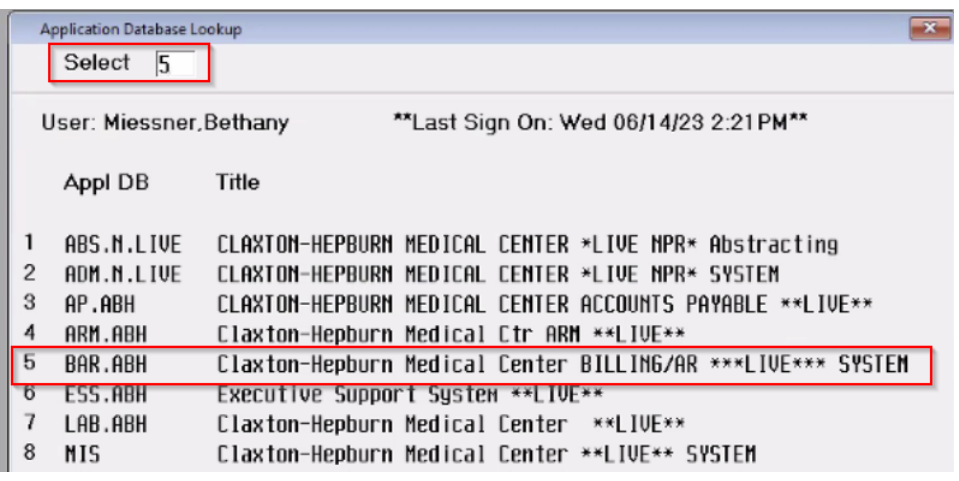
select 1



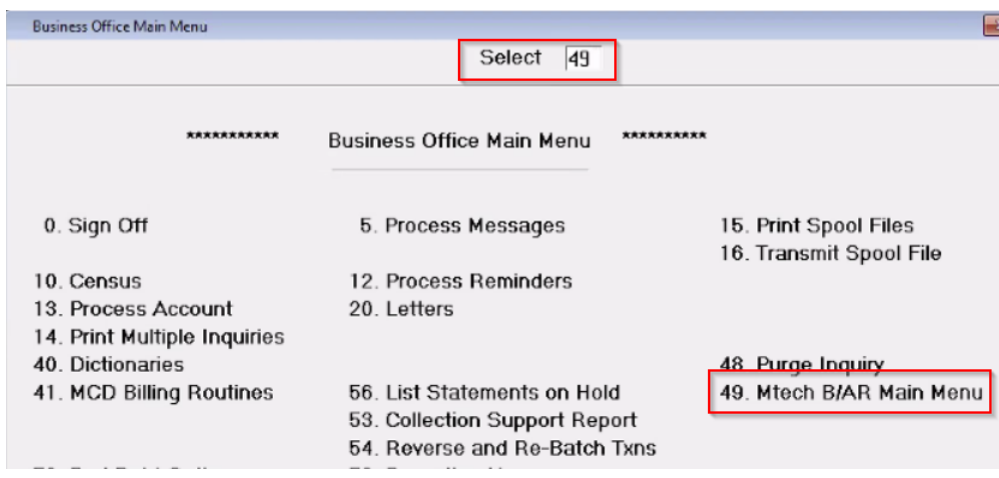
user name and pass word and hit enter



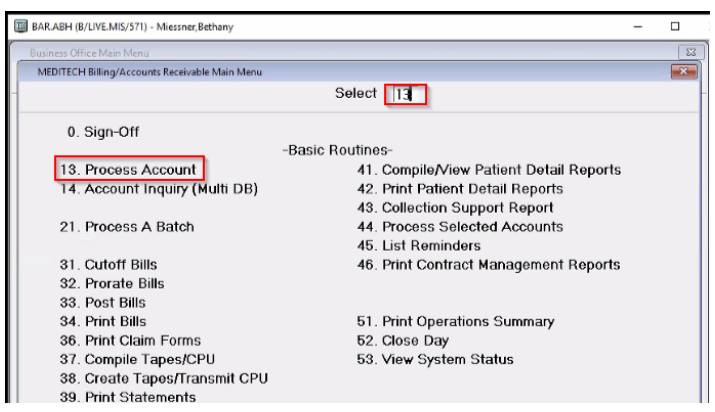
enter 5 for claxton



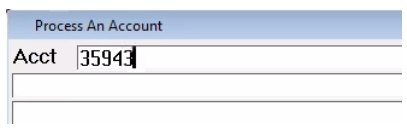
Enter 49



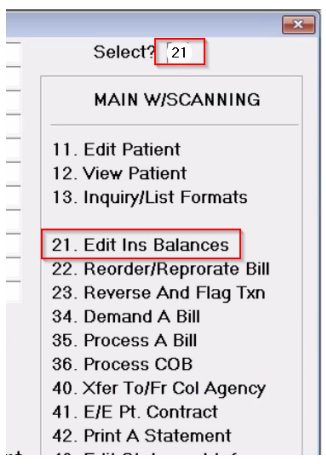
13 Process account



search account



21



Bill # on export?

- No → f9 lookup to find payor name match
- Yes → Enter Bill Number (1)

> 1 payer not including self pay

- Yes → Identify correct transfer? COB Order?
- No → Scrape balance (2)

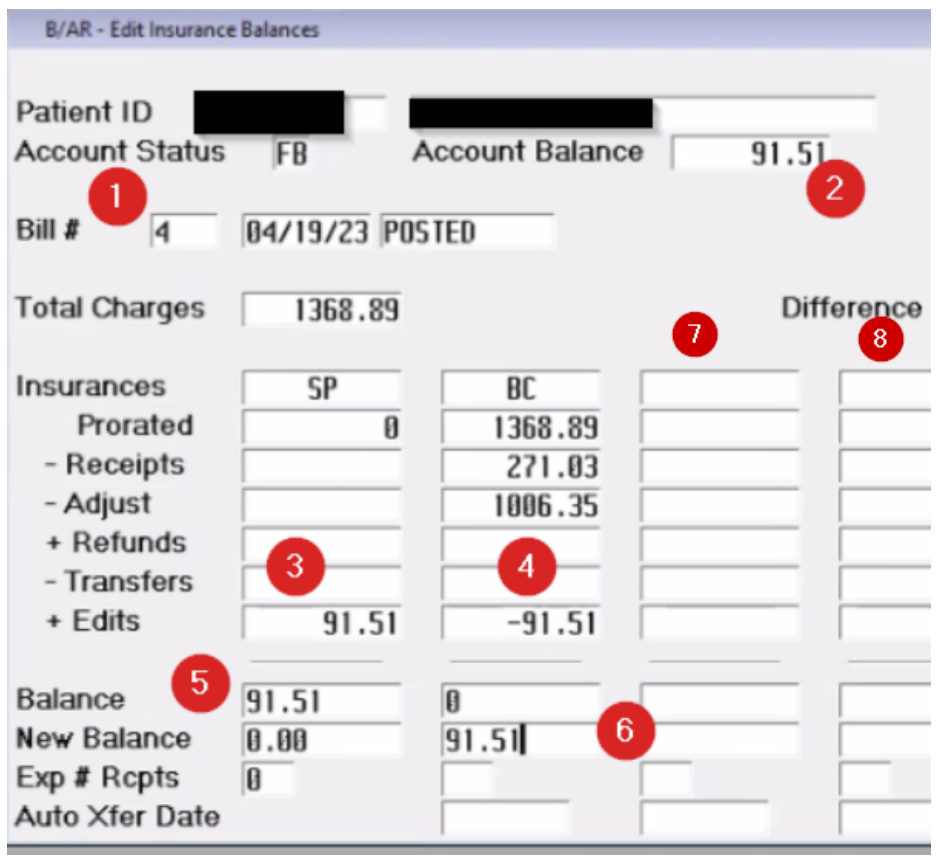
Transfer From -> Transfer to?

- Insurance to Insurance → Same as insurance to self pay, but buckets will be to right (7, 8)
- Insurance to self pay

Example shown is Self pay to Insurance transfer. Process would be identical if transfering to self pay, just flip debit/credit amounts

"+ Edits" Debit SP with balance (3)

"+ Edits" Credit payer with balance (4)



Assign New Balance below (5, 6) → hit enter → F12 + "Y" → Enter + Enter → Next Account