

Access the Patient Account Page

- Click the **Patients** tab, enter the patient name, and click **Search**
- Click the **Payment Plans** tab
- Click the **Action** button and select **Manage Invoices** from the dropdown menu
- You will be brought to the Patient Account Management page

Change a Single Upcoming Invoice Due Date

- Click the **Edit** button
- Click the invoice due date you want to change **4/13/2020**
- Enter the new invoice due date
- Note the reason for the adjustment at the bottom of the page
- Enter your PIN/Password as required
- Click **Save**

Change All Upcoming Invoice Due Dates

- Click the **Edit** button
- Click the **Edit Monthly Due Date** button
- Enter the new monthly due date **13**
- Click **Enter**
- Note the reason for the adjustment at the bottom of the page
- Enter your PIN/Password as required
- Click **Save**

Change a Single Upcoming Invoice Amount

- Click the **Edit** button
- Click on the invoice amount to change **\$366.67**
- Enter in the new invoice amount
- Reallocate funds to balance account:
 - **Unallocated Balance: \$66.67** will appear if the money is not reallocated
 - **Balanced: \$0.00** will appear once the money is reallocated to another upcoming invoice
- Note the reason for the adjustment at the bottom of the page
- Enter your PIN/Password as required
- Click **Save**

Bring a Past Due Invoice Current

- Click the **Edit** button
- Click the Three dot menu **:**
- Select **Bring Past Due Invoice Current**
 - The invoice will populate with today's date
 - Adjust the invoice date as needed
- Note the reason for the adjustment at the bottom of the page
- Enter your PIN/Password as required
- Click **Save**

Change Invoice Dates for the Entire Payment Schedule

- Click the **Edit** button
- Click **Move Schedule**
- Select the date for the new payment schedule **Apr 2020**
- Click **Enter**
- Note the reason for the adjustment at the bottom of the page
- Enter your PIN/Password as required
- Click **Save**