

Adjustment Code Reference

Increase

Code	Description	Patient	Insurance
BID	\$-Bulk Ins. Debit	N/A	Used when you get a negative amount on a bulk insurance cheque. (ie. the insurance company is taking money back). This adjustment reverses a portion of a bulk, or a full bulk insurance payment that has been applied to a patient.
CWO	\$-CR. Write Off	Used to balance out an account that has a credit. Typically used on really old credits or when an account is being closed.	Used to balance out an account that has a credit. Typically used on really old credits or when an account is being closed.
PDM	\$-PMT Debit (Incr) Memo	A Payment Debit Memo (PDM) is used in conjunction with a Payment Credit Memo (PCM) to adjust payments. They are offsetting adjustments, always used together for the same amount of money.	A Payment Debit Memo (PDM) is used in conjunction with a Payment Credit Memo (PCM) to adjust payments. They are offsetting adjustments, always used together for the same amount of money.
RP	\$-Refund Payment	Used when a patient has made an over-payment on his/her account and it has been applied to a treatment or claim	Used when an insurance company has made an over-payment on his/her account and it has been applied to a treatment or claim

Transfer

Code	Description	Patient	Insurance
TB	Transfer Balance Owing	Transfers the balance owing from the patient side of the ledger to the insurance side.	Transfers the balance owing from the insurance side of the ledger to the patient side.

Decrease

Code	Description	Patient	Insurance
CAWO	Collection AGNC. Write Off	Used when an account is not collectible, and you want to send it to collections	N/A
FD	Fee Discount	Used when a treatment is to be discounted. When this adjustment is done it will print on the receipt as "Courtesy Discount" allowing the patient to see exactly what discount they are getting	N/A
FPE	Fee Posting Error	Used when a treatment has been posted incorrectly OR posted to the wrong patient/account OR to the wrong producer and it cannot be deleted. (i.e. entries made before last month end)	Used when a treatment has been posted incorrectly OR posted to the wrong patient/account OR to the wrong producer and it cannot be deleted. (i.e. entries made before last month end)
FWO	Fee Write Off	A Fee Write Off is for general use to decrease balances when you know the patient will not be paying.	A Fee Write Off is for general use to decrease balances when you know the insurance company will not be paying.
PCM	\$.PMT Credit (Decr) Memo	A Payment Credit Memo (PCM) is used in conjunction with a Payment Debit Memo (PDM) to adjust payments. They are offsetting adjustments, always used together for the same amount of money.	A Payment Credit Memo (PCM) is used in conjunction with a Payment Debit Memo (PDM) to adjust payments. They are offsetting adjustments, always used together for the same amount of money.
PRE	\$.Payment Re-entry	Allows you to enter a payment that was wrongly removed through a RP – Refund Payment adjustment OR to enter a payment received on a previous day and shouldn't be included in today's deposit.	Allows you to enter a payment that was wrongly removed through a RP – Refund Payment adjustment or a BID – Bulk Insurance Debit adjustment.