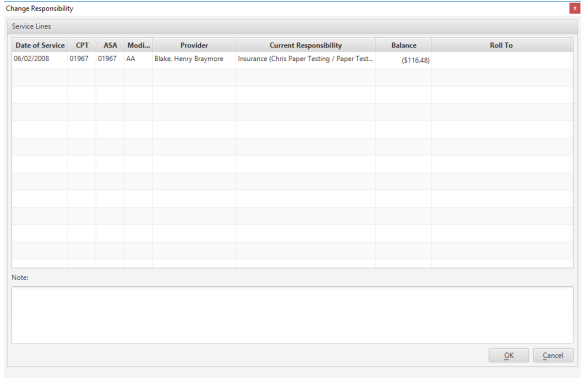
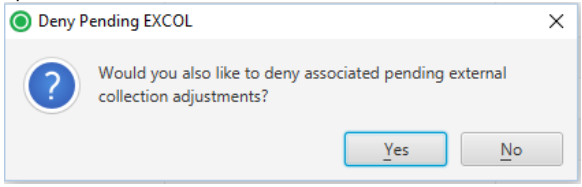


Reassigning Financial Responsibility

Complete this task to reassign financial responsibility of a service fee (SVCFE) line item from one party to another. For example, from payer to guarantor, guarantor to guarantor, or payer 2 to payer 1.

Step-By-Step Guide

Step	Instructions	Additional Information
1	<p>From the Act: [ID] > Active AR tab of the guarantor account, select the service fee (SVCFE) line item to reassign the financial responsibility.</p>	<p>Use the Filter by DOS option to filter the service fee line items by date of service. You can either type the date in the space provided or use the Calendar Control tool by clicking the arrow and selecting the date on the calendar that appears. To include all service fee lines items, clear the date from the Filter by DOS field.</p>
2	<p>Click Roll To. The Change Responsibility window opens.</p> 	
3	<p>Review the information for the service fee line item in the Select ed Service Line section to verify you have selected the correct service fee line.</p>	
4	<p>Open the Roll To drop down list and select the payer or guarantor taking financial responsibility for the service fee.</p>	
5	<p>(Optional) Enter the reason or any other information for the financial reassignment in the Note field.</p>	
6	<p>Click OK. The Deny Pending EXCOL confirmation window opens.</p> 	

7	<ul style="list-style-type: none"> • Click Yes to process the responsibility change and deny the pending external collection adjustment. • Click No to process the responsibility change and do not deny the pending external collection adjustment. 	<p>The service fee (SVCFE) line item is updated with the payer or guarantor assigned as the responsible party. The Outstanding Balance Information on the General tab is also updated with the responsible party.</p>
---	--	---

Related Topics

- [Accounts](#)
- [Accounts Page](#)
- [Act: \[ID\] / General Tab](#)
- [Act: \[ID\] / Active AR Tab](#)
- [Act: \[ID\] / Collections Tab](#)
- [Act: \[ID\] / Notes Tab](#)
- [Act: \[ID\] / External Collections Tab](#)
- [Act: \[ID\] / Patient List Tab](#)
- [Update Person / Person Information Tab](#)
- [Update Person / Insurance Tab](#)
- [Update Person / Address History Tab](#)
- [Update Person / Appointment History Tab](#)
- [Searching for Accounts](#)
- [Merging Guarantor Accounts](#)
- [Generating Demand Statement](#)
- [Applying Service Line Adjustments](#)
- [Distributing On-Account Funds](#)
- [Rebilling Claims with Fee Changes](#)
- [Rebilling Claims without Fee Changes](#)
- [Voiding Claims Sent in Error](#)
- [Refunding Payments](#)
- [Reversing Charges](#)
- [Reversing Payments](#)
- [Reversing Miscellaneous Adjustments](#)
- [Accounts](#)
- [Accounts Page](#)
- [Act: \[ID\] / General Tab](#)
- [Act: \[ID\] / Active AR Tab](#)
- [Act: \[ID\] / Collections Tab](#)
- [Act: \[ID\] / Notes Tab](#)
- [Act: \[ID\] / External Collections Tab](#)
- [Act: \[ID\] / Patient List Tab](#)

Related Training/Support Documentation

Not applicable for this topic

Search this documentation

[Update Person / Person Information Tab](#)

[Update Person / Insurance Tab](#)

[Update Person / Address History Tab](#)

[Update Person / Appointment History Tab](#)

[Searching for Accounts](#)

[Merging Guarantor Accounts](#)

[Generating Demand Statement](#)

[Applying Service Line Adjustments](#)

[Distributing On-Account Funds](#)

[Rebilling Claims with Fee Changes](#)

[Rebilling Claims without Fee Changes](#)

[Voiding Claims Sent in Error](#)

[Refunding Payments](#)

[Reversing Charges](#)

[Reversing Payments](#)

[Reversing Miscellaneous Adjustments](#)

[Reassigning Financial Responsibility](#)

[Viewing Cases](#)

[Viewing Claims](#)

[Viewing Payments](#)

[Viewing Attached Images](#)

[Transferring Service Fee Lines to Internal Collections](#)

[Transferring Service Fee Lines to External Collections](#)

[Creating Payment Plans](#)

[Canceling Pre-Collections on Service Fee Lines](#)

[Suspending Pre-Collections Eligibility Status on a Specific Service Fee Line](#)

[Holding Statements on Specific Service Fee Lines](#)

[Generating the Remit Detail Report](#)

[Printing the Account AR Activity](#)

[Generating the Account Overview Report](#)

[Creating Account Notes](#)

[Updating Person](#)

[Viewing Cases](#)

[Viewing Claims](#)

[Viewing Payments](#)

[Viewing Attached Images](#)

[Transferring Service Fee Lines to Internal Collections](#)

Transferring Service Fee Lines to External Collections

Creating Payment Plans

Canceling Pre-Collections on Service Fee Lines

Suspending Pre-Collections Eligibility Status on a Specific Service Fee Line

Holding Statements on Specific Service Fee Lines

Generating the Remit Detail Report

Printing the Account AR Activity

Generating the Account Overview Report

Creating Account Notes

Updating Person