Medical Bill Tracker

Help & Reference Guide | Version 2.0 | NM Softworks

Quick Start — Enter Your First Bill And Payment

Follow these steps in order. You can enter a payment only after adding its medical provider and invoice.

Step 1 — Click Vendors

On the main window, click the Vendors button near the top.

Step 2 — Click Add Vendor

Click Add Vendor. Enter the name of the doctor, hospital, or other medical provider, then click Save.

Step 3 — Click Invoices

Return to the main window and click the Invoices button.

Step 4 — Click Add Invoice

Click Add Invoice. Select the medical provider you just entered from the dropdown list.

Step 5 — Enter the invoice details

Enter the invoice number, invoice date, service date, due date, patient, description, and amount as available on your bill. Click Save Invoice.

Step 6 — Click Payments

Return to the main window and click the Payments button.

Step 7 — Click Add Payment

Click Add Payment. Select the same medical provider from the dropdown list.

Step 8 — Enter the payment information

Enter the payment date, total payment amount, payment method, and any check or confirmation number. Notes are optional.

Step 9 — Apply the payment to the invoice

Under Apply Payment to Invoices, find the invoice you entered and type the amount of this payment that applies to it. If one payment covers several invoices, enter the appropriate amount beside each.

Step 10 — Click Save Payment

Review the payment and allocation amounts, then click Save Payment. If some of the payment is not assigned to an invoice, it is tracked as unapplied money.

Step 11 — Check the remaining balance

Click Invoices and select the invoice to see its updated balance and payment details. You can also select the provider on the Vendors tab to review its bills.

Tip: Click Back Up Data periodically to save a copy of your records outside the application.

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Vendors

The Vendors tab keeps a list of doctors, hospitals, and other medical providers. Use Add Vendor to create a provider and Edit Vendor to correct its name. Select a provider to view its invoices in the lower table. Double-click an invoice to open it on the Invoices tab.

Invoice Balance shows the total of that provider’s invoice balances. Unapplied Payments shows payments or portions of payments that have not been assigned to invoices. Net Owed subtracts unapplied payments from the invoice balance.

The Hide Vendors With No Open Balance checkbox is off by default. Turn it on to show only providers whose invoice balance is greater than zero. It does not delete or change any records.

Invoices

Use Add Invoice to enter a new medical bill. Choose the provider and record the information shown on the bill. Select an invoice in the main list to review the payments applied to it in the lower table. Use Edit Invoice if you need to correct an entry.

Show Open Invoices Only displays bills with a positive remaining balance. Show Credit / Overpayment Only displays bills with a negative balance. Selecting one of these filters turns the other off.

An invoice can be unpaid, partially paid, paid, or overpaid. Changing its amount recalculates the remaining balance using the existing payment allocations.

Payments

Use Add Payment to record money paid to a medical provider. A payment can be applied to one invoice, several invoices, or left partly or fully unapplied for later assignment. The invoice allocations are entered in the same window as the payment details.

Fully paid invoices are hidden when entering a new payment. When editing an existing payment, invoices already associated with that payment remain available. The program warns you if an allocation would create a negative invoice balance; you can review and confirm the overpayment.

Show Unapplied Payments Only displays payments with money not yet assigned to an invoice. Select a payment to see its associated invoices in the lower table, or use Edit Payment to change its details or allocations.

Understanding balances

Invoice Amount — The total amount of the bill.

Paid — The sum of payments applied to that invoice.

Balance — Invoice Amount minus Paid. A negative balance means an overpayment or credit.

Unapplied — The portion of a payment that has not been assigned to an invoice.

Net Owed — Invoice balances minus unapplied payments. Review individual bills to understand the total.

Backing up and restoring your data

Click Back Up Data to create a manual copy of your database. Choose a safe location, preferably an external drive or a protected cloud folder. The application also creates automatic backups before changes and retains the five most recent automatic backups.

Click Restore Backup to choose a saved database backup. Restoring replaces the current records. The application requests confirmation and attempts to create a safety backup first. Only restore when you are sure you selected the correct file.

Keep at least one backup outside the computer. Backups stored on the same drive may be lost if that drive fails.

Useful tips

- Use the invoice number printed on the medical bill whenever available.
- Record payments using the actual payment date and confirmation details.

- Read overpayment and unapplied-payment warnings before saving.
- A medical bill and an insurance Explanation of Benefits may show different amounts; verify the provider’s actual bill.
- Medical Bill Tracker records information locally. It does not send payments to providers or insurance companies.

About NM Softworks

Medical Bill Tracker is provided by NM Softworks. Visit www.nmsoftworks.com for information about the developer and future software updates. The Visit NM Softworks button below opens the main website.

Medical Bill Tracker is a recordkeeping tool, not medical, insurance, accounting, or legal advice.