

# Held Accounts in PracSoft

You can 'hold' a patient account to bill later for example if awaiting histopathology results.


## To 'hold' an account:

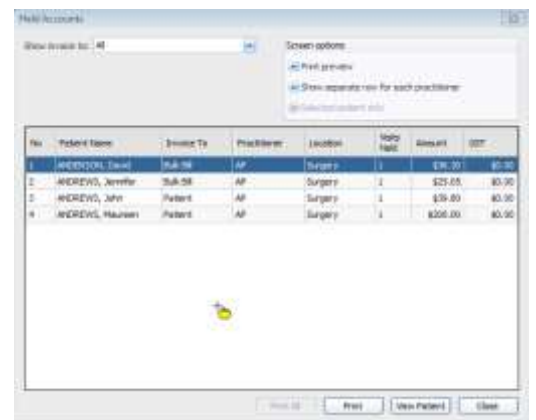
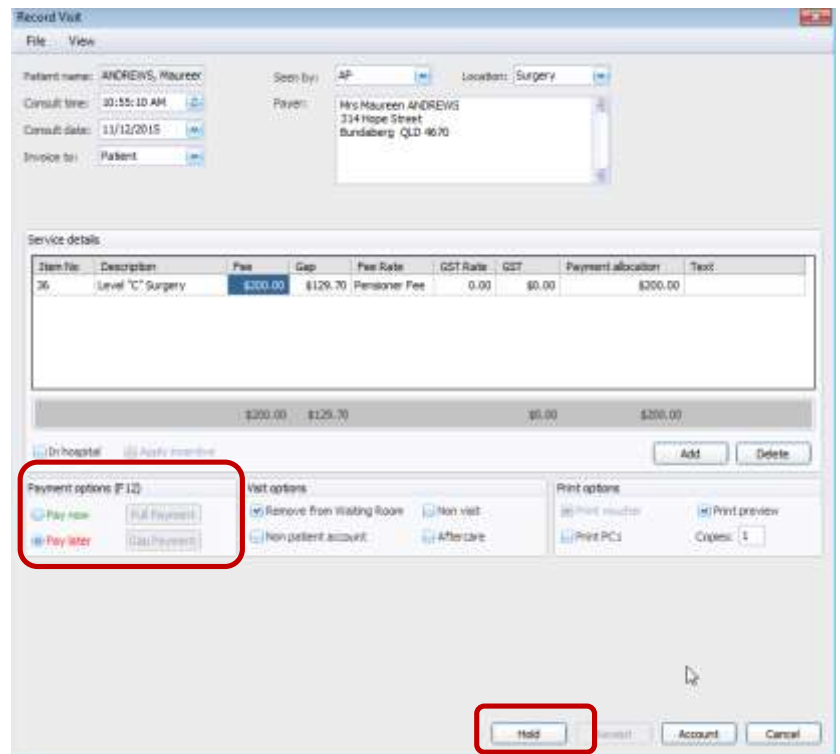
**Record visit** (as per usual) ensuring **Pay Later** is selected.

You can use any item number as you will be changing it later when taking the account off 'hold'.

Select **Hold**.

## To process held accounts:

1. Click on the Accounts dropdown menu from the Waiting Room screen. 
2. Click on Held Accounts
3. Highlight the relevant patient account
4. Click View Patient.
5. When the patient view screen you will see a hand indicating the 'held' account. **Click on the hand** to highlight the row then **Edit** and finalise the billing.



Description	Held	Non Pat
Level "C" Surgery	✎	

