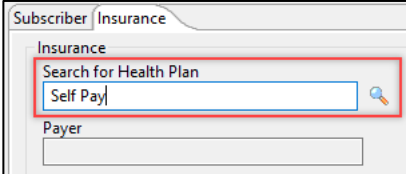# Self Pay (No Insurance) for Clinical and Clerical Staff
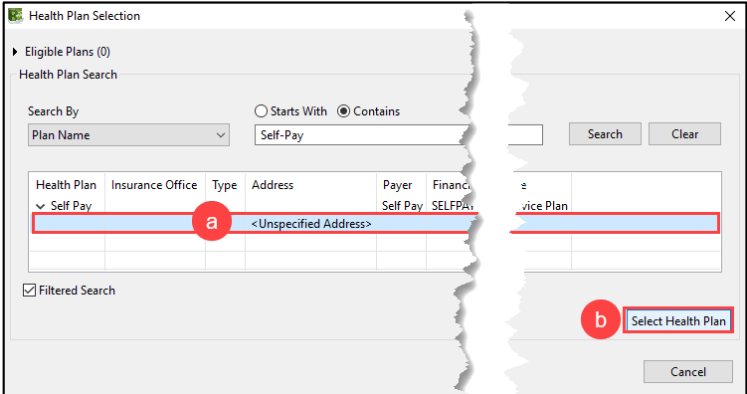
Self Pay (No Insurance)

The Insurance tab is required within the RevCycle registration process. If the patient does not have insurance or does not know what type of insurance they have, Self Pay will be entered as the Health Plan.
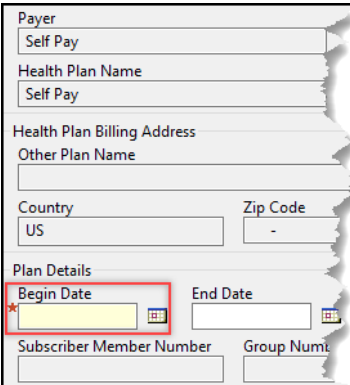
1. Search for **Self Pay**.

2. From the Health Plan Selection screen:
   a. Click the arrow to the left of Self Pay , then select **<Unspecified Address>**.
   b. Click **Select Health Plan**.

3. Complete the required field(s).
   a. Click **OK**.

Note: The Begin Date for all health plans needs to be at least one day prior to the encounter/appointment date.

4. Click **Manage Profiles**.
   a. Select **Self Pay** from the Insurance Profile drop-down menu.
   b. Click **Self Pay** under Available Insurances to highlight.
   c. Click the **add arrow** to move Self Pay under Selected Insurances.
   d. Click **OK**.