Check Patient Out

How to Check-Out Appointments   **Video Guide**

1. Right click over the appointment, select **Checked-Out**
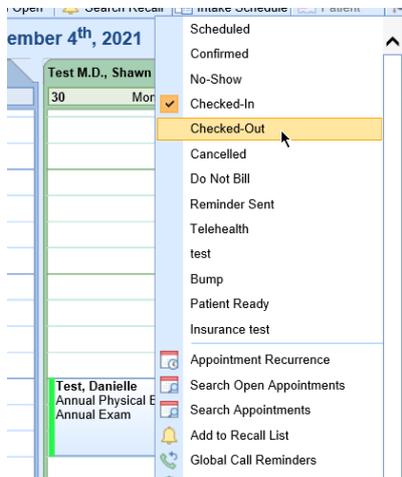
2. The Quick Pay screen will load, where the Patient Validation verification can be ran again, ensuring all necessary information has been entered
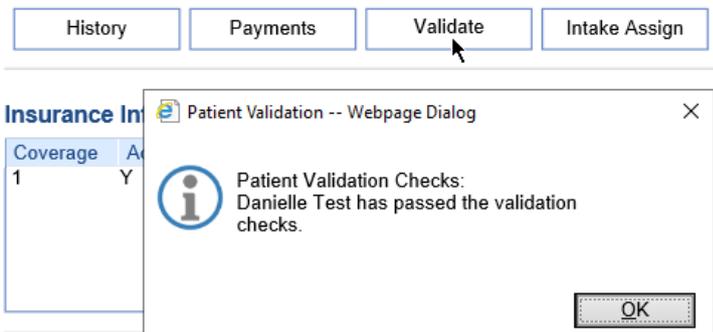
3. If your practice does not take copays at check-in, the patient payment can be taken at this time from the Quick Pay window.
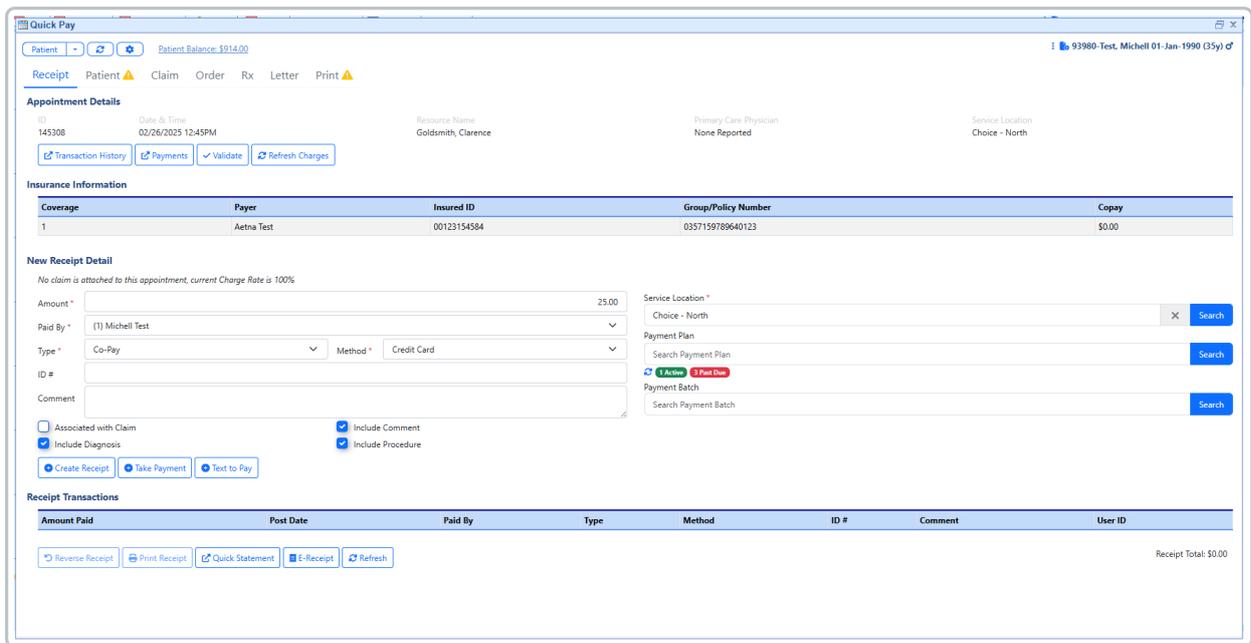
4. Simply enter the Payment Amount, Payment Type (Co-pay), and Payment Method in the **Receipt Detail** area of the Quick Pay window.
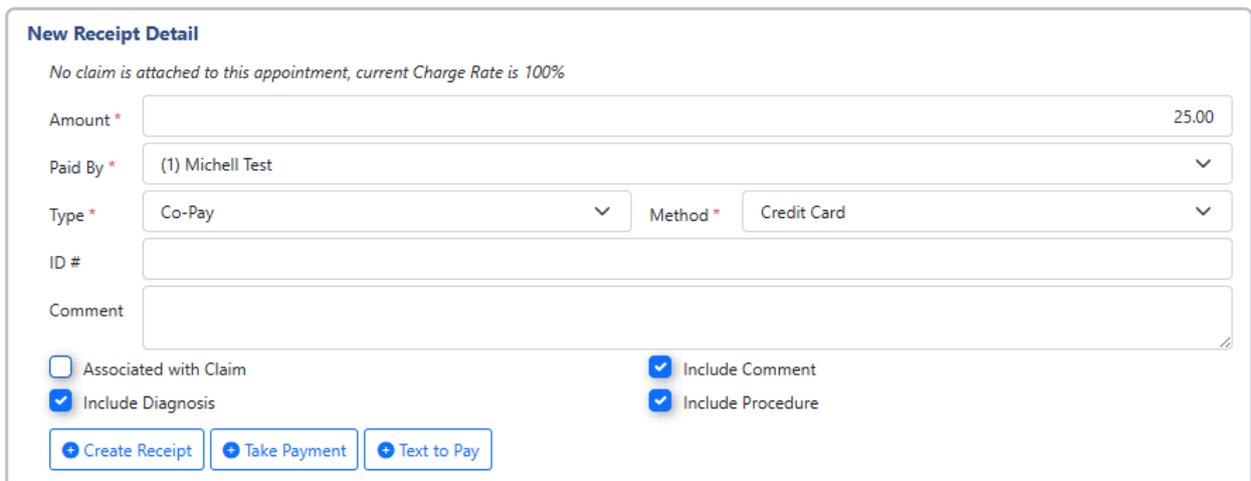
5. The yellow yield icon within the tabs indicate an item is ready to be printed or processed. For example, a pushpin above Orders could indicate that a follow up appointment requires scheduling.
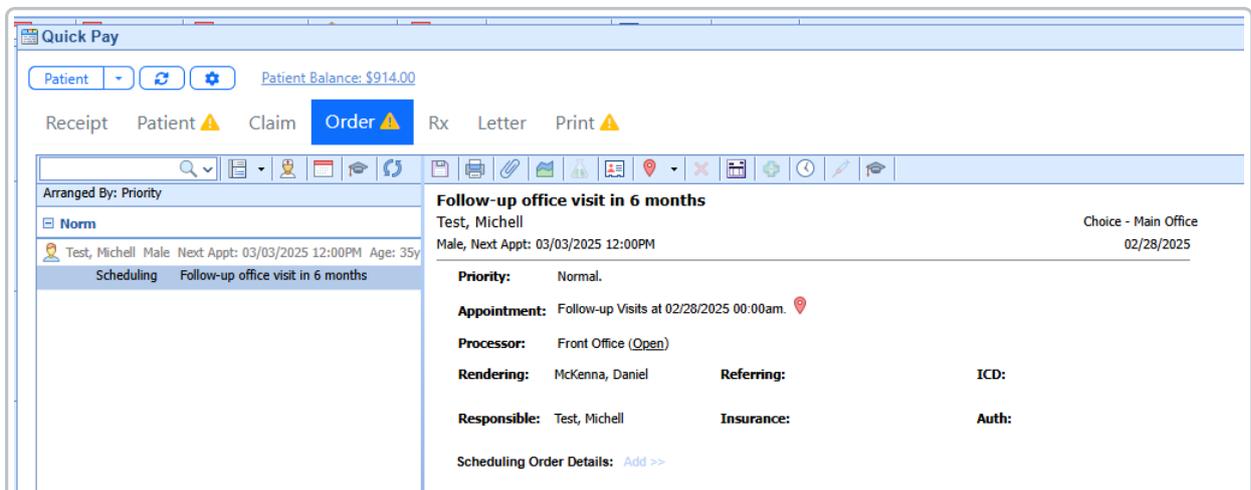
6. Selecting this tab displays Open Orders. Select the order below the patient's name. This will display the order details in the right side of the window. After reviewing the order details, you can schedule the appointment by selecting the double boxes in the upper right hand corner of the QuickPay window. This will minimize the QuickPay window to take you to the iScheduler to schedule the follow-up visit.
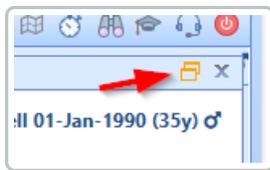
7. Once the appointment is scheduled, select the calendar box in the upper, left-hand corner to re-open the QuickPay window
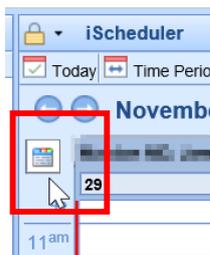
8. Single click on the Processing status to **Close** the Order
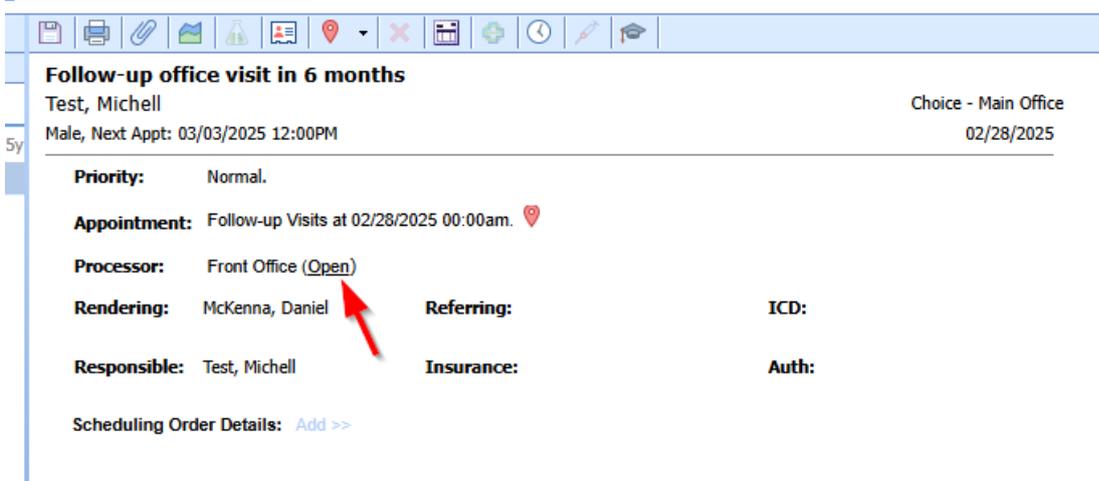
9. Once any follow-up appointments are made and orders are closed, navigate to the **Print Queue** tab to view all items waiting to be printed. If no additional items need to be printed, navigate back to the Receipt Tab and use the **Print Receipt** button to print the receipt with the future appointment info.

Customer Receipt

Friendly Family Physicians PC LL1
1 Virginia Avenue
Suite 500
Indianapolis, IN 46204-1928
(317) 687-8111

NPI: 1234567890, TIN:
Federal ID#: 36-4492602

Patient	Appointment
Chart #: 26135 Danielle Test DOB: 01/01/1985 100 Main St Knoxville, TN 37922	ID #: 85526 Appointment Date: August 30, 2021 8:00:00 am Check In: 08/31/2021 10:52AM (EDT) Check Out: 08/31/2021 12:44PM (EDT) Rendering Provider: Test M.D., Shawn M.

Date	Payer	Payment Method	Comment	Amount
08/31/2021 1:25PM (EDT)	Danielle Test	Co-Pay Credit Card		$25.00
			Total:	$25.00

Future Appointments

Date	Time	Rendering Provider	Referring Provider	Prior Authorization
02/28/2022	8:00:00 am	Test M.D., Shawn M.		

Over 150 Days	121 - 150 Days	91 - 120 Days	61 - 90 Days	31 - 60 Days	Current	Total Balance
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Receipt Batch ID: 17291

Balances may not include insurance pending or current day's charges.

Special Message with many characters

Printed on 08/31/2021 1:27PM (EDT)   iSalus Healthcare   Page 1 of 1