

Run a Patient Credit Card Payment

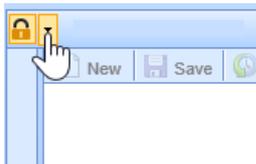
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To collect and run a credit card payment with the PaySimple Credit Card Processing, follow the step-by-step guide or watch the short video below.

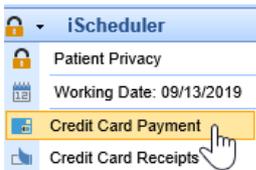
Watch the Video

Step-By-Step Instructions

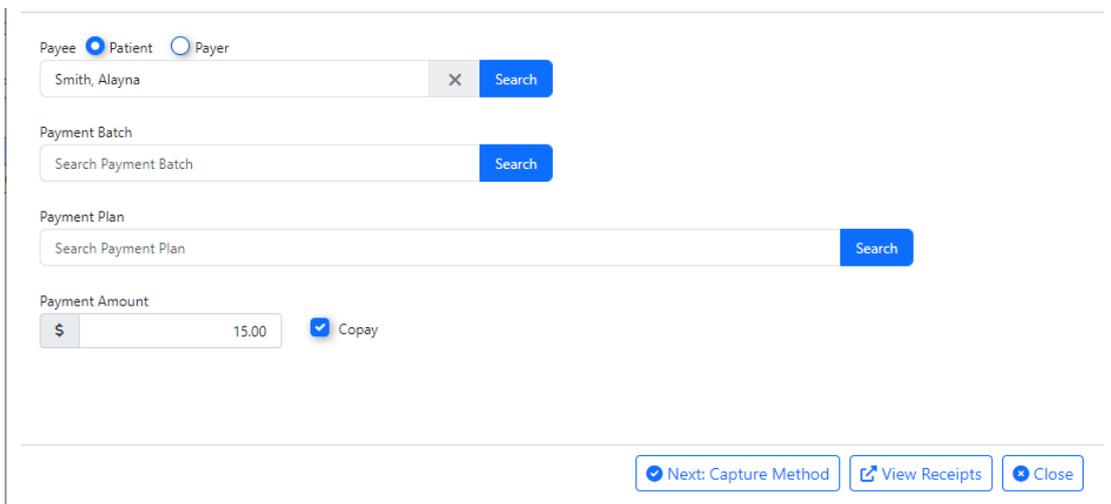
1. Open the Credit Card Payment screen from the dropdown arrow in the upper left corner.



2. Choose the Credit Card Payment option.



3. For a patient payment, select the patient, payment amount, and then click the "Copay" button for a patient copay. For a general payment, leave this box unchecked.
4. For a payment plan, select the plan from the "Payment Plan" search option or create one by searching for a payment plan, and then selecting "New". If this is a Payer payment, select the Payer option. Proceed to capture the payment.



Payee Patient Payer

Smith, Alayna

Payment Batch

Search Payment Batch

Payment Plan

Search Payment Plan

Payment Amount

\$ Copay

5. If you have an integrated Swiper, choose the "Swipe" option. Otherwise, a card may be manually entered.

Credit Card Capture Method

Manual Entry Swipe



6. Click "Submit Payment" to process the payment and print the receipt for the patient.