# **Quick Pay Window**

Last Modified on 03/12/2025 1:08 pm EDT

## **Quick Pay Window Overview**

The Quick Pay window is typically utilized during the Check In/Out process. However, this window has several areas it can be accessed from and it's purpose is to allow the documentation or review of payment, claim entry, orders, prescriptions, letter, print queue, demographics, eligibility, intakes, photograph, insurance card image, and authorizations for the patient.

The Quick Pay window view may alternate between users as its settings are customizable. Click here to review the settings that alter the Quick Pay window view.

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## **Quick Pay Window Settings**

The Quick Pay window settings allow a user to determine which of the available tabs/sections they want to display and then, when in List View, which of those sections should be expanded.

To access the setting, click the gear (third button) button on the left upper corner of the Quick Pay window.

Quick Pay - 9	93980 - Test	, Michel	ll - Profile 1 - Microsoft Edg	je	
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∧ Move Up		Show A	s 🔿 List View 🗴 Tab View
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Receipt	Receipt		
Claim	Claim		
Orders	Order	<b>~</b>	$\checkmark$
Prescription	Rx	$\checkmark$	
Letters	Letter		
Print Queue	Print		
Patient Demographics Summary	Patient		
Eligibility	Elig		
Intakes	Intake		
Patient Photograph and Insurance Cards	ID		
Authorizations	Auth		

Users can determine what type of display they prefer: List View or Tab View (see example section at the bottom of this page):

- Tab View where only one section at a time will display.
- List View, where the sections allow continuous scrolling.

Quick Pay settings:

- Move Up button allows the user to move the selected tab/section up in the order it is displayed.
- Move Down button allows the user to move the selected tab/section down in the order it is displayed.
- Show As toggle allows the view change of the Quick Pay window.
- Enabled checkboxes allows the selection of the tab/section to display on the Quick Pay window for the

user.

- Expanded checkboxes allows the selection of the sections that should be expanded when the Quick Pay window is opened as List View.
- Save Settings button allows the user to save the selected settings.

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Claim	⊖ Print Save = •	Encounter Copy	Audit	Claim			

## Accessing the Quick Pay Window

The Quick Pay window can be accessed from several places. Below are the different places a user will typically access the Quick Pay window from.

#### Appointment status change:

Based on the appointment status change settings (typically check in/out) of your database the Quick Pay window may be set to open. This means that when you right click on an appointment on the iScherduler and click check in as an example the Quick Pay window will open.

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			Scheduled		۱	
			Confirmed	1		
	Goldsmith, Clarence (		No-Show		l	nce (0)
	27 Thu		Checked-In			Friday
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			Cancelled			
45			Rescheduled			
8 <sup>am</sup>	AAOE 1		22.16			
15	Appointment Reminde		Arrived			
30			Blackout			
45			Custom			

#### Check In/Out Dashboard:

The Check In/Out Dashboard also has the Quick Pay window embedded into it. That means that any time you select a patient within the Check In/Out Dashboard you are viewing the Quick Pay window.

Check In/Out Dashboard - Profile 1 - Micro	soft Edge												-	o x
https://qatest.isalushealthcare.co	m/OfficeMd/App/Scl	hedule/CheckInOut	Dashboard											A∉
Check In Check Out						Patient *	ERH ERH	Al1 joy 🚯	© RPM	TF1 😻 C49 🚱 GFR	C 🙌 🚸 O	REG ROI 😤 i 🇞	93991-Patient, Saif 25-	Sep-1993 (31y) <b>oʻ</b>
						Appt 02/27/202	5 at 9:00 AM with	n Davis MD, Gordo	on M. at Choice -	Main Office Patie	nt Balance: \$15,210.39			8 0
Schedule	Filter					Receipt	Datient V	Print Ry	ID Letter	r Elia Auth A	Intake \Lambda Claim	Order		
02-27-2025							radicite •	THIN IX	ib Lotter		Claim	older		
Filter Check In List	-	Appointment Details												
Filter by chart#, name	Global Search		Che	ecked-In *		145303	02/27/2025 9	9:00AM	D	avis MD, Gordon M.	Fax Recipient,	Automated Q.	Choice - Main Office	
Chart Patient Name	Appt Type	Resource Name	Location	Status	Time 🔺	ピ Transac	tion History	🕈 Payments 🗸 🗸	Validate 🖉 R	Refresh Charges				
92901 Test, Wes (Email) (Nickname) 04/14/1990 (34y) Male	Appointment Reminder	Goldsmith, Clarence	AAOE 1	Reminder Sent	8:00 AM	Insurance In	formation							
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soos i raten, aan axes too ary mare	incli i docine	M.	Office	senconco	AM	New Receipt	Detail							
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			onice			Amount *					Service Location *			
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						Comment					Payment Batch			
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						Associa	ted with Claim		Include Co	omment				
						include	Diagnosis		include Pro	ocedure				
						Create	Receipt							
						Receipt Tran	sactions							
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k					•									

#### Patient Setup:

From time to time you may need to access the Quick Pay window for a patient without the patient having an appointment. This can be done by going to the Patient Setup and opening the Quick Pay from the More drop down.



## Quick Pay Tabs/Sections Overview

The Quick Pay window contains multiple tabs/sections that can be displayed based on the Quick Pay Settings. Below is a brief overview of each tab/section of the Quick Pay window.

#### Receipt:

The Receipt tab of the Quick Pay will allow the documentation of a patient payment (co-pay, general payment, payment plan, etc...), the printing of a patient receipt, and the validation of a patient's demographics.

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Patient -		Patient Balance	e: \$5423.09					: 🏠 93858-Knievel, Eve	l (Text) 01-Dec-1951 (73y
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Goldsmith, Clarence									
surance In Coverage	formation	Payer				Insured ID	Group/Polic	y Number	Сорау
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### <u>Claim:</u>

The Claim tab of the Quick Pay window allows the entry of a new charge for the patient. You can also view existing charge entries as well.

Quick Pay - 93858 - Knievel, Evel (Text) - Profile 1 - Micros	oft Edge	– o x
ttps://qatest.isalushealthcare.com/officemd/a	app/schedule/quickpaypatient/1501/297641?ti	mestmp=1740681722390&u1=!michell&u2=558DB8BD65974C8891F A <sup>®</sup>
Patient	9	: 🖍 93858-Knievel, Evel (Text) 01-Dec-1951 (73y) 🔊
Receipt Claim Order Rx Letter	Print Patient 🗸 Elig Intake ID	Auth
Save	counter Copy Dudit Claim	
Superbill * Urology Superbill ICD-10	Claim #	
Service Location *	Claim Status	×
Procedures	Diagnosis	
Consultation (N/E) Commercial Only	Problem List	
Evaluation Management - Established	User Favorites	<u>•</u>
Evaluation Management - New Patient	Top Provider Diagnosis Codes	<b>V</b>
Fertility Procedures	*Diagnosis Codes	
Icheratory Services	Enididemia	
Medications V	Epididyniis Eemale Cenitalia	<b>•</b>
Office Procedures	History of	T A A A A A A A A A A A A A A A A A A A
PQRS V	Impotence	T T T T T T T T T T T T T T T T T T T
Supplies V	Infertility	T
Uroflow/Bladder Scan	Kidney/Pelvis	<b>T</b>
Lookup	Mass	T
	Pain	T
	Penis	T
	Prostate	<b>T</b>
	Scrotum	<b>V</b>
	Symptoms/Other	<b>V</b>
	Testes	<b>T</b>
Charge Summary		
Edit Charges     DOS Code Units Charge	Image: Amount	
Total	= \$0.00	Y

## Order:

The Order tab of the Quick Pay window allows the viewing of open orders for the patient and for users to be able to close them.

https://qatest.isalushealthcare.com/officemd/app/schedule/quickpaypatient/1501/300015?timestmp=1740758167464&u1=!michell&u2=EB1011119B8348 Patient   Patient Balance: \$914.00 E   B
Patient         •         ©         93980-Test, Michell 01-Jan-1990 (35y)
l Receipt Claim Order Rx Letter Print 🗛 Patient 🗸 Flig Intake 🗛 ID Auth
Arranged By: Patient Collection of fire visit in 6 months
T Test, Michell Choice - North
Image: Second
Scheduling Follow-up office visit in 6 months Priority: Normal.
Appointment: Follow-up visits at 02/26/2025 00:00am.
Rendering: McKenna, Daniel Referring: ICD:
Responsible: rest, michell insurance: Auun:
Scheduling Order Details: Add >>
1 Items View HL7 File

## <u>RX:</u>

The RX tab of the Quick Pay window allows the review of the patient's prescriptions.

Quick Pay -	93980 - Test, Michell - F	Profile 1 - Microso	ft Edge					- 🗆 X
🙃 https://	qatest.isalushealtho	are.com/office	nd/app/schedul	e/quickpaypatient/15	01/300015?timestr	np=174075816746	4&u1=!michell&u2=	EB1011119B8348 A <sup>№</sup>
Patient 💌		atient Balance: \$9	4.00				🗄 🔥 93980-Test,	Michell 01-Jan-1990 (35y) O
Receipt	Claim Order	Rx Lette	r Print 🗛	Patient 🗸 Elig	Intake 🛕 🛛 ID	Auth		
G								
	Charles	<b>A</b> - <b>A</b>	Charle Date	D		D-611-4	E Charles	Diamagne
Historical	Status	Action	11/10/2022	Drug and Dos	disations	Retilled	E-Status	Pharmacy
Historical	Current		11/10/2022	NO KNOWN Me	dications			
~								

### Letter:

The Letter tab of the Quick Pay window allows letters to created, reviewed, and printed for the patient.

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https://qatest.isalushealthcare.com/officemd/app/schedule/quickpaypatient/1501/300015?timestmp=1740758167464	¢u1=!michell&u2=EB1011119B8348 A∿
Patient  Patient Balance: \$914.00	: 🔥 93980-Test, Michell 01-Jan-1990 (35y) ወ
Receipt Claim Order Rx Letter Print 🔺 Patient 🗸 Elig Intake 🔺 ID Auth	
● New ⊖ Print ● Save = ← 曲 Encounter → Audit	
Template     Return to Work/School w/ limit     Saved By     Status       Letter Name     New Letter     Letter Date     Revision	
Tr   Aa   A   A       B   I   U   T   %   +     B   O       M   M   D   C   = = = = = = A	
02/28/2025	
RE: Michell Test Address: 123 East ST Port Saint Lucie, FL 34953 DOB: 01/01/1990	
To Whom It May Concern:	
Michell Test was seen in our office today's for an evaluation.	
He may return to work/school on, with the following limitations:	
1. 2. 2	
Please excuse his absence.	
If there are any questions, please call.	
Sincerely,	

### Print:

The Print tab of the Quick Pay window provides access to the patient's print queue allowing the items assigned to the patient's print queue to be printed.

Quick Pay - 93980 - Test, Michell	I - Profile 1 - Microsoft Edge			– o x
https://qatest.isalusheal	thcare.com/officemd/app/schedule/quickpaypatient	t/1501/300015?timestmp=17407581(	57464&u1=!michell8	ku2=EB1011119B8348 A <sup>N</sup>
Patient 🔹 🕱 🌣	Patient Balance: \$914.00		: 🏠 93980-	Test, Michell 01-Jan-1990 (35y) o
Receipt Claim Orde	er Rx Letter Print 🗛 Patient 🗸 El	ig Intake 🛕 ID Auth		
Print Fax		5		
Start 🗰	Stop 🗰	View Printed		
🔍 Search 🛛 🖶 Print 🔹	🖲 Add Clinical Summary 🛛 🛓 Export Clinical Summary	Delete		
Туре	Description	Created	Printed Date	Printed By
Document	MyMedicalLocker Welcome Letter	11/26/2024		
Document	MyMedicalLocker Welcome Letter	03/03/2025		
Document	MyMedicalLocker Welcome Letter	02/25/2025		

#### Patient:

The Patient tab of the Quick Pay window will allow the reviewing of the patient's demographics and also display the outcome of the patient validation.

Quick Pay - 93980 - Test, Michell - Profi	ile 1 - Microsof	t Edge									×
https://qatest.isalushealthcare	.com/officen	nd/app/schedu	le/quickpaypa	tient/150	1/300015?tim	nestmp	=1740758167464	&u1=!mich	nell&u2=EB1011119B83	348 A	lø
Patient 🔹 🔁 🏟 Patien	nt Balance: \$91	4.00						: 🄥 939	980-Test, Michell 01-Jan-	1990 (35y)	ď
Receipt Claim Order F	Rx Letter	Print 🔺	Patient 🗸	Elig	Intake 🛕	ID	Auth				,
Patient Validation Checks: Michell Test has passed the validation	checks.									<b>2</b>	Î
Chart 93980	Home (12)	2) 444-5555		PCP				Employer			
125 East 51	Work	3) 444-5555		Pur				Ethnicity			
Port Saint Lucie, FL 34953 USA info@isalushealthcare.com	Other (123	3) 444-5551		Marital Languag	Married e			Race	Declined to specify		
Test Home Work Other											
Aetna Test - (555) 337-2278											
Commercial \$0.00		Start Date Member ID #	00123154584				Sig On File Group Policy #	11/10/2023 035715978	2 39640123		
Michell Test											
123 East ST	Home Work	(123) 444-5555									
Port Saint Lucie, FL 34953 USA	Other	(123) 444-5551									
Next 3 Visits											
03/03/2025 12:00PM(15m)	Goldsmith, Cl	arence	Choice -	Main Offic	e	Che	ecked-Out		Blood Draw		
03/05/2025 11:00AM(15m) 03/06/2025 9:00AM(1b)	Goldsmith, Cl Michell Test	arence	Choice - Choice -	Main Office Main Office	e	Sch	eduled		Blood Draw		
Previous 3 Visits	Witchen reac		Choice	Warr Onix	e	50	leutica		New Complaint		
02/26/2025 12:45PM(15m)	Goldsmith, Cl	arence	Choice -	North		Sch	eduled		Blood Draw		
02/25/2025 4:00PM(15m)	Goldsmith, Cl	arence	Choice -	Main Offic	e	Che	ecked-In		Blood Draw		_
02/20/2025 9:45AM(30m)	Goldsmith, CI	arence	Choice -	North		Sch	eduled		Appointment Reminder		*

### <u>Elig:</u>

The Elig tab of the Quick Pay window allows to view the latest eligibility check for the patient along with allowing a new eligibility check to be completed.

Quick Pay - 93980 - Test, Michell - Profile 1 - Mi	icrosoft Edge					-	o x
https://qatest.isalushealthcare.com/o	fficemd/app/sched	ule/quickpaypatient/1	501/300015?times	tmp=17407	660072508	&u1=!michell&u2=EB1011119B8348	BFC8C A <sup>№</sup>
Patient   Patient  Patient Balance	te: \$914.00					i 🔥 93980-Test, Michell 01-Ja	n-1990 (35y) <b>oʻ</b>
Receipt Claim Order Rx L	.etter Print 🛕	Patient 🗸 🛛 Elig	Intake 🔺 🛛 I	D Auth			
new 🙊 1 🚱			-			Test, Michell Born 01-Jan-1990 (35y)	Gender Male
# Carrier	Member ID Po	licy/Group Start	End Last Ru	un Su	bscriber	Relation.	Active
1 Aetna Test	00123154584 0	3571597896	× 02/	10/2023 Te	est, Michell	Self	Yes 🔺
							-
						Only Display Active	e Insurances

Intake:

The Intake tab on the Quick Pay window will allow you to view intake assignments and allow the assignment of an intake.

Quick Pay - 93980 - Test, Michell - Profile 1 -	Microsoft Edge					- o x
https://qatest.isalushealthcare.com	/officemd/app/schedu	ule/quickpaypatient/1	601/300015?times	tmp=1740766	i007250&u	1=!michell&u2=EB1011119B8348FC8C A <sup>ℕ</sup>
Patient - 2 Patient Bala	nce: \$914.00					: 🄥 93980-Test, Michell 01-Jan-1990 (35y) d
Receipt Claim Order Rx	Letter Print 🛕	Patient 🗸 🛛 Elig	Intake 🔺 🛛	D Auth		
	Next 5 Ap	opointments				
Date Type	Scheduled Width	Location	Inake Name	Status		
03/05/2025 12:00PM Blood Draw	Clarence Goldsmith	Choice - Main Office	77	New	•	
03/06/2025 9:00AM New Complaint	Michell Test	Choice - Main Office				
-						
					-	
Active      Historical	Intakes	Assigned			⊙ <b>\$</b>	
ID O L Intake Name	Туре	Due Date Status	Intake Red	quired Updated	D	
76966 🖓 ZZ	Appointment	03/03/2025 New	0% 0	9%		
10901 (+) 22	Appointment	03/05/2025 New	0%	776		
					-	
New Edit Delete		Send Intake Link	Fill out in Office	🦙 Merge F	Response	
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### <u>ID:</u>

The ID tab of the Quick Pay window allows the viewing and addition of a patient photograph, patient ID, primary insurance card, secondary insurance card, and pharmacy benefit card.

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cliffs cabinet.New Drawer.Patient ID Card	
Primary Insurance Card O Front O Back	•

### Auth:

The Auth tab of the Quick Pay window allows the viewing and addition of the patient authorizations.

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