

Quick Pay Window

Last Modified on 02/28/2025 11:38 am EST

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 and insurance card images, and authorizations for the patient.

The Quick Pay window view may alternate between users as it's setting as customizable. [Click here](#) to review the settings that alter the Quick Pay window view.

Quick Pay - 93980 - Test, Michell - Profile 1 - Microsoft Edge

https://qatest.isalushealthcare.com/officemd/app/schedule/quickpaypatient/1501/300015?timestamp=1740678461052&u1=Imichell&u2=558DB88D65974C889...

Patient Patient Balance: \$914.00 93980-Test, Michell 01-Jan-1990 (35y)

Receipt Claim Order Rx Letter Print Patient Elig Intake ID Auth

Appointment Details

ID	Date & Time	Resource Name	Primary Care Physician	Service Location
			None Reported	

Transaction History Payments Validate Refresh Charges

Insurance Information

Coverage	Payer	Insured ID	Group/Policy Number	Copay
1	Aetna Test	00123154584	0357159789640123	\$0.00

New Receipt Detail

Appointment Estimated Balance: \$0.00. No appointment, unable to calculate

Amount * 0.00

Paid By * (1) Michell Test

Type * Co-Pay Method *

ID #

Comment

Associated with Claim Include Comment

Include Diagnosis Include Procedure

Create Receipt

Service Location * Choice - Main Office Search

Payment Plan Search Payment Plan Search

1 Active 3 Past Due

Payment Batch Search Payment Batch Search

Receipt Transactions

Amount Paid	Post Date	Paid By	Type	Method	ID #	Comment	User ID
\$10.00	02/27/2025	Michell Test	Co-Pay	Credit Card			Imichell

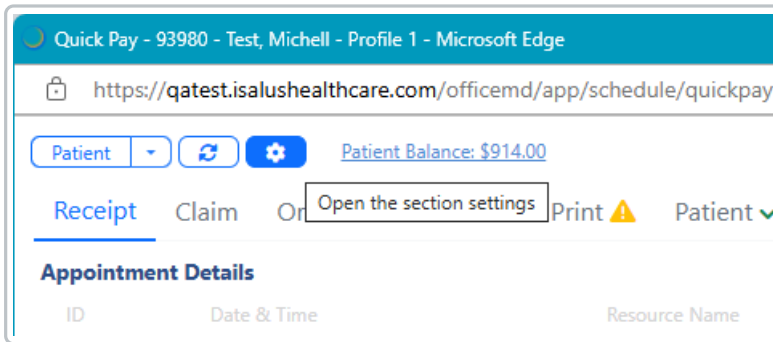
Reverse Receipt Print Receipt Quick Statement E-Receipt Refresh

Receipt Total: \$10.00

Quick Pay Window Settings

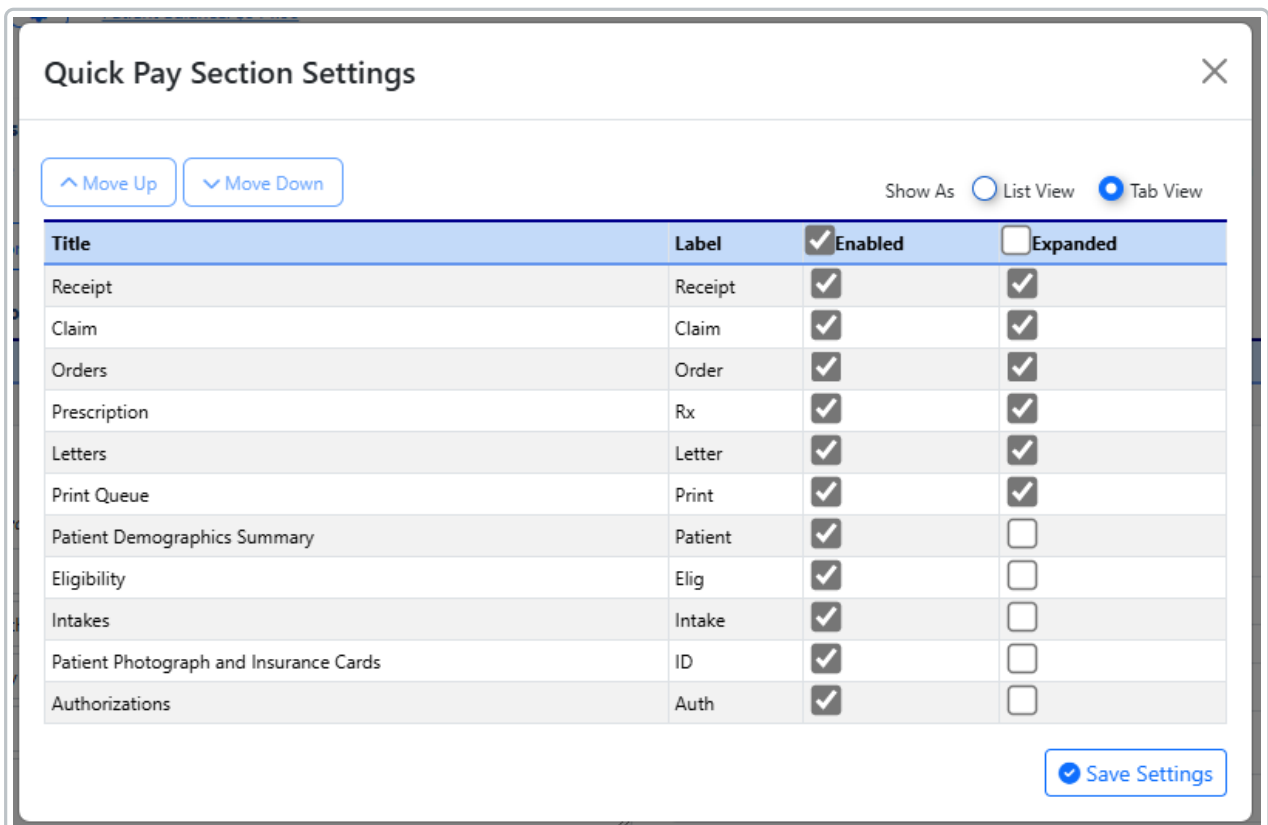
The Quick Pay window settings allows a user to determine which of the available tabs/sections they want to display, and then when in List View which of those sections should be expanded.

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



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

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



Quick Pay settings:

- Move Up button allows the user to move the selected tab/section up on the order it is displayed.
- Move Down button allows the user to move the selected tab/section down on the order it is displayed.

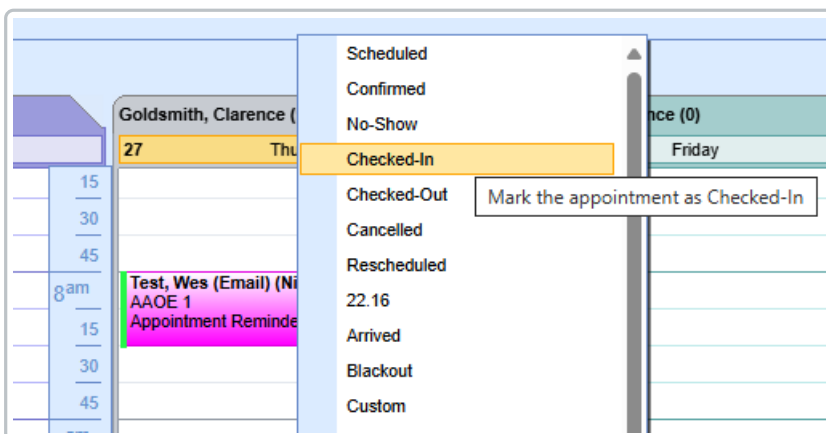
- Show As toggle allows the view change of the Quick Pay window.
- Enabled checkboxes allows the selection of the tab/section to display on the Quick Pay window for the user.
- Expanded checkboxes allows the selection of the sections that should be expanded when the Quick Pay window is opened as List View.
- Save Settings button allows the user to save the selected settings.

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 iScheduler and click check in as an example the Quick Pay window will open.



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 - Microsoft Edge

https://qaetest.isalushhealthcare.com/OfficeMd/App/Schedule/CheckInOutDashboard

Check In Check Out

02-27-2025 All Appointments

Filter by chart#, name Global Search Checked-In

Chart	Patient Name	Appt Type	Resource Name	Location	Status	Time
92901	Test, Wes (Email) (Nickname) 04/14/1990 (34y) Male	Appointment Reminder	Goldsmith, Clarence	AAOE 1	Reminder Sent	8:00 AM
93991	Patient, Saif 09/25/1993 (31y) Male	Biopsy	Davis MD, Gordon M.	Choice - Main Office	Scheduled	8:00 AM
93991	Patient, Saif 09/25/1993 (31y) Male	MML	Davis MD, Gordon M.	Choice - Main Office	Scheduled	9:00 AM
93991	Patient, Saif 09/25/1993 (31y) Male	azb	Davis MD, Gordon M.	Choice - Main Office	Scheduled	10:00 AM
93991	Patient, Saif 09/25/1993 (31y) Male	New Patient	Davis MD, Gordon M.	Choice - Main Office	Scheduled	11:00 AM
93991	Patient, Saif 09/25/1993 (31y) Male	Ultrasound	Davis MD, Gordon M.	Choice - Main Office	Scheduled	12:00 PM

Receipt Patient Print Rx ID Letter Elig Auth Intake Claim Order

Appt: 02/27/2025 at 9:00 AM with Davis MD, Gordon M. at Choice - Main Office Patient Balance: \$15,210.39

Appointment Details

ID: 145303 Date & Time: 02/27/2025 9:00AM Resource Name: Davis MD, Gordon M. Primary Care Physician: Fax Recipient, Automated Q. Service Location: Choice - Main Office

Transaction History Payments Validate Refresh Charges

Insurance Information

Coverage	Payer	Insured ID	Group/Policy Number	Copay
1	Aetna Test	13598		\$0.00
2	Aarp Medicare Complete Hmo	13589		\$0.00
3	Ace American Insurance Company	12545412		\$0.00
4	Self Pay			\$0.00

New Receipt Detail

No claim is attached to this appointment, current Charge Rate is 100%

Amount * Service Location *
 (1) Saif Patient Choice - Main Office Search

Paid By * Payment Plan
 Co-Pay Method * Search Payment Plan Search

ID # Payment Batch
 Search Payment Batch Search

Comment

Associated with Claim Include Comment
 Include Diagnosis Include Procedure

Create Receipt

Receipt Transactions

Amount Paid	Post Date	Paid By	Type	Method	ID #	Comment	User ID
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Reverse Receipt Print Receipt Quick Statement E-Receipt Refresh Receipt Total: \$0.00

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.

Patient Setup - Profile 1 - Microsoft Edge
 https://qatest.isalushealthcare.com/officemd/screens/WindowSetup.htm?WT=Patient%20Setup&Qualifier=patient&WindowID=93858&LaunchFromScheduler=...

Patient Setup New Save Train More **Knieval, Evel (Text) Born 12/01/1951(73y) Gender Male**

Chart 93858
123 Daredevil Ln.
Nashville, TN 37918 USA
wesleycassady@isalushe

Ace American Insuran
Commercial
Copay \$20.00

Sub Group 1 (Active)
Clinic Start 12/14/2022
Clinic End
Registration 12/14/2022
Wellness

Evel Knieval
123 Daredevil Ln.
Nashville, TN 37918 USA

Past 3 Visits
02/20/2025 5:00PM (15m)
02/20/2025 4:30PM (30m)
02/20/2025 4:00PM (15m)

Past Recalls
07/27/2022
03/26/2022

Balance: \$5,423.09
Current 31 - 60 61 - 90 90+ Days
\$5,423.09 \$0.00 \$0.00 \$0.00

Payment Plan: \$1,100.00

ID	Status	Total	Remaining	Due
60	Past Due	\$200.00	\$200.00	11/25/2024
40	Past Due	\$200.00	\$100.00	12/15/2024
72	Past Due	\$500.00	\$500.00	12/17/2024
73	Past Due	\$300.00	\$300.00	12/17/2024

Population Health
Click here to view Population Health Statuses

Trickle Import

Intake Assignment
MyMedicalLocker Admin

Office Communications
Patient Communications
Print / Fax Queue

Primary Ins. Card
Secondary Ins. Card

Quick Pay

Text to Pay
Credit Balance
Reminder
Phone Encounter
Statement Viewer
Patient Flags

Add Patient to CCM
Goldsmith, Clarence Biopsy

PCP Goldsmith, Clarence
SSN
Marital Married
Language

Employer Sub Group 1
Ethnicity White
Race White

(555) 337-2278
Sig. On File 01/01/2020
Group/Policy #

Scheduled
Scheduled
Scheduled

Blood Draw
Cancer Discussion
Bladder Fulgeration

Schedule Cancel
Schedule Cancel