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 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.
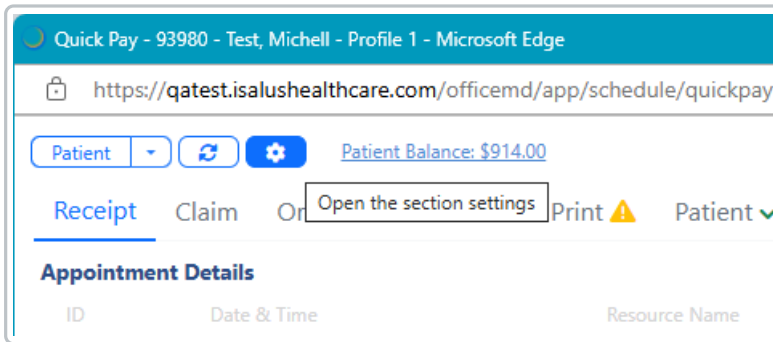
Users can determine what type of display they prefer: List View or Tab View (see example section at the bottom of this page):
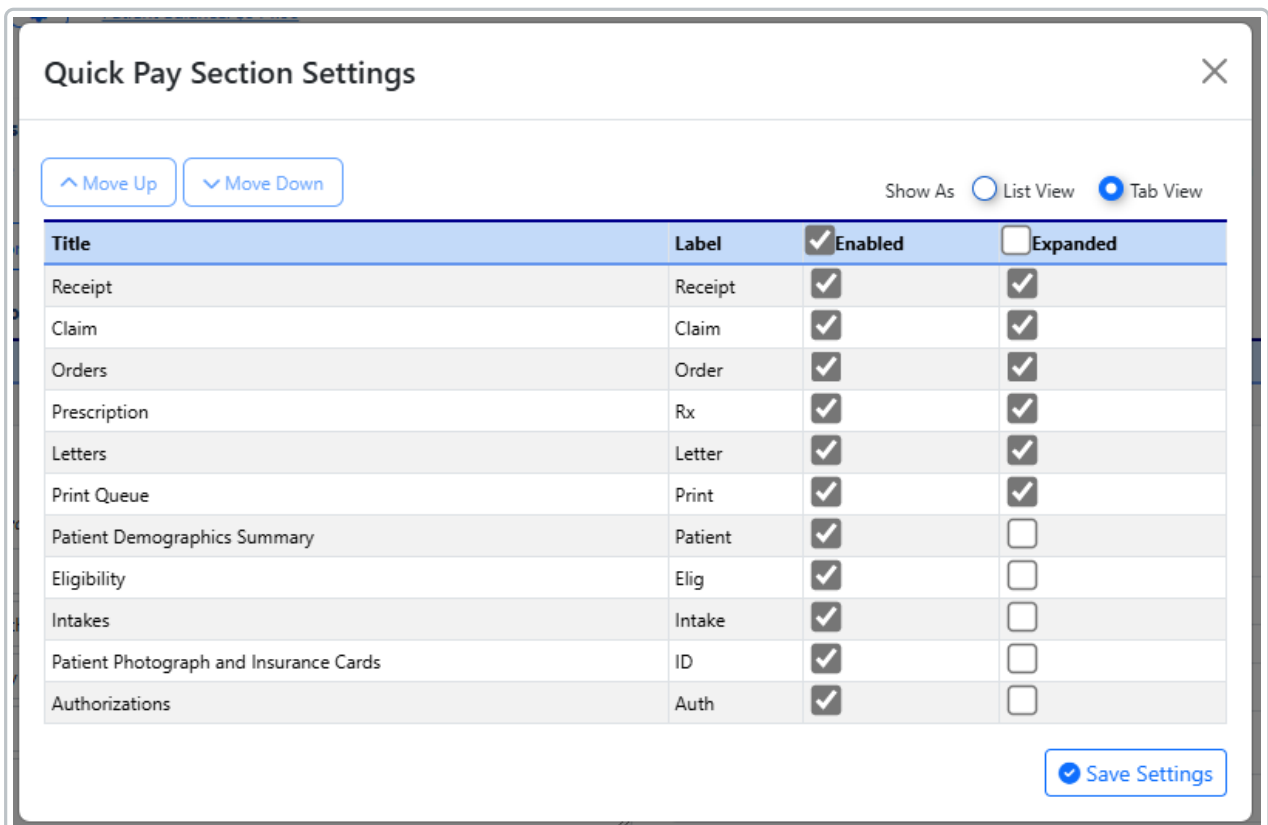
- List View where the sections allow continuous scroll
- Tab View where only one section at a time will display.

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 iScherduler and click check in as an example the Quick Pay window will open.
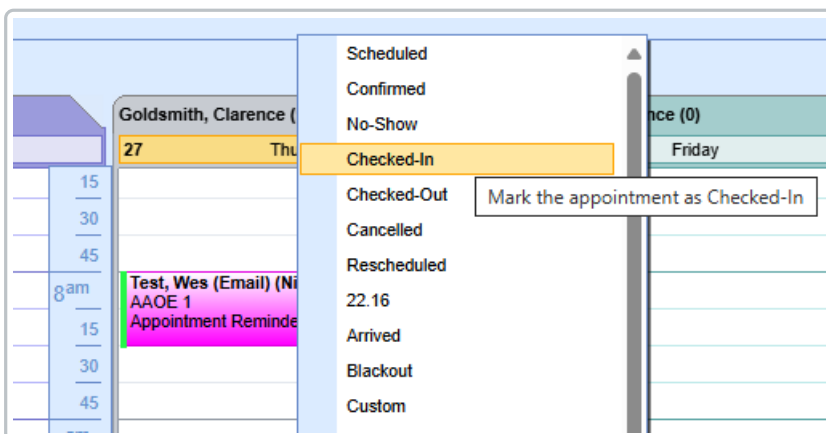
Check In/Out Dashboard:

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.

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

New   Save   Train   More

Knievel, Evel (Text) *Born* 12/01/1951(73y) *Gender* Male

Menu
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

Chart 93858
123 Daredevil Ln.

Nashville, TN 37918 USA
wesleycassady@isalushe

Ace American Insuran
Commercial
Copay $20.00

Sub Group 1 (Active)
Clinic Start   12/14/202
Clinic End
Registration   12/14/202
Wellness

Evel Knievel
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   Goldsmith, Clarence   Biopsy

PCP   Goldsmith, Clarence   Employer Sub Group 1
SSN   Ethnicity
Marital   Married   Race   White
Language

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

DE 1	Scheduled	Blood Draw
DE 1	Scheduled	Cancer Discussion
DE 1	Scheduled	Bladder Fulgeration

Schedule   Cancel
Schedule   Cancel

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

Summary
Demographics
Insurance
Responsible Party
Emergency Contact
Comments
Case Management
Dialysis
MML Self Schedule
Sliding Fee
Immun. Registry
Patient Extension
Miscellaneous
Referral Tracking