Accessing the Quick Pay Window

Last Modified on 02/27/2025 1:34 pm EST

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.

		Scheduled			
		Confirmed			
	Goldsmith, Clarence (No-Show		nce (0)	
	27 Thu	Checked-In			Friday
15		Checked-Out	Mark the appoir	ntn	• nent as Checked-In
30		Cancelled			
45		Rescheduled		L	
8 ^{am}	Test, Wes (Email) (Ni 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.

	c In/Out Dashboard - Profile 1 - Micro														- 0
	https://qatest.isalushealthcare.com	m/OfficeMd/App/Sc	hedule/CheckInOut	Dashboard											
Chee	ck In Check Out						Patient +						REG ROI	: 🌇 🁎 93991-Patient, Saif 2	
chedul		Filter					Appt 02/27/202	5 at 9:00 AM with Davis MD. Gord	on M. at Choi	ce - Main Office	Patient Ba	lance: \$15,210,39			2
	02-27-2025	All Appointments				~ \$	Receipt	Patient V Print Rx	ID Let	tter Elig A	uth 🛕 🛛 Inta	ke 🛕 🛛 Claim	Order		
	eck In List						Appointmen	D-4-II-		5					
		Global Search		_			Appointmen	Date & Time							
	by chart#, name	U Global Search		Che	cked-In *		145303	02/27/2025 9:00AM		Davis MD, Gordon	M.		Automated Q.	Choice - Main Office	
hart	Patient Name	Appt Type	Resource Name	Location	Status	Time	ピ Transac	ion History	Validate	C Refresh Charges					
	Test, Wes (Email) (Nickname) 04/14/1990 (34y) Male	Appointment Reminder	Goldsmith, Clarence	AAOE 1	Reminder Sent	8:00 AM	Insurance In	ormation							
3991	Patient, Saif 09/25/1993 (31y) Male	Biopsy	Davis MD, Gordon M,	Choice - Main Office	Scheduled	8:00 AM	Coverage	Payer Aetoa Test				Insured ID 13598	Group/Policy	Number	Copay \$0.00
3991	Patient, Saif 09/25/1993 (31y) Male	MML	Davis MD, Gordon	Choice - Main	Scheduled	9:00 AM	2	Aetna lest Aarp Medicare Comp	lata Umo			13598			\$0.00
			М.	Office			3	Ace American Insura				12545412			\$0.00
3991	Patient, Saif 09/25/1993 (31y) Male	azb	Davis MD, Gordon M.	Choice - Main Office	Scheduled	10:00 AM	4	Self Pay							\$0.00
991	Patient, Saif 09/25/1993 (31y) Male	New Patient	Davis MD, Gordon		Scheduled	11:00									
			М.	Office		AM	New Receipt								
3991	Patient, Saif 09/25/1993 (31y) Male	Ultrasound	Davis MD, Gordon M.	Office	Scheduled	12:00 PM	No claim is attached to this appointment, current Charge Rate is 100%								
							Amount *	Amount*				Service Location * Choice - Main Offic			× se
							Paid By *	(1) Saif Patient V			~	Payment Plan			
							Type *	Co-Pay 🗸	Method *		~	Search Payment Pla	n		S
							ID #								
							Comment					Payment Batch			
							-		_		li	Search Payment Bat	ch		Se
								Associated with Claim Sociated with Claim Include Diagnosis Include Procedure							
										Troccoure					
							Create	seceipt							
					Receipt Tran	actions									
							Amount P	id Post Da	te	Paid By	Туре	Method	ID #	Comment L	lser ID
							්ට Reverse	Receipt 🖶 Print Receipt 🗹	Quick Statem	nent E-Receipt	2 Refresh				Receipt Total:

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.

