Collect a Payment at the Time of Check Out

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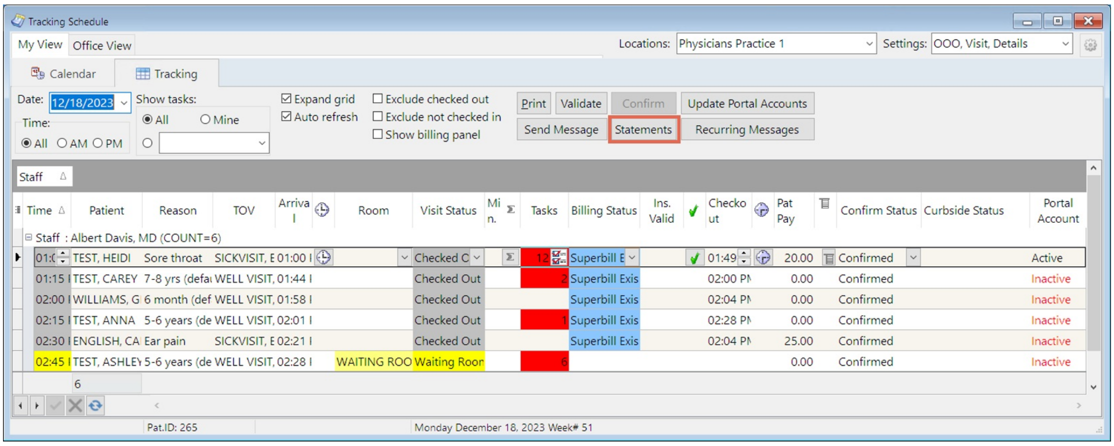
> **Path: Clinical, Practice Management, or Billing tab > Schedule button > Tracking radio button**

Overview

In this article, you will learn how to collect a payment at check out and how to print a patient statement all from within the Tracking window of the Schedule.

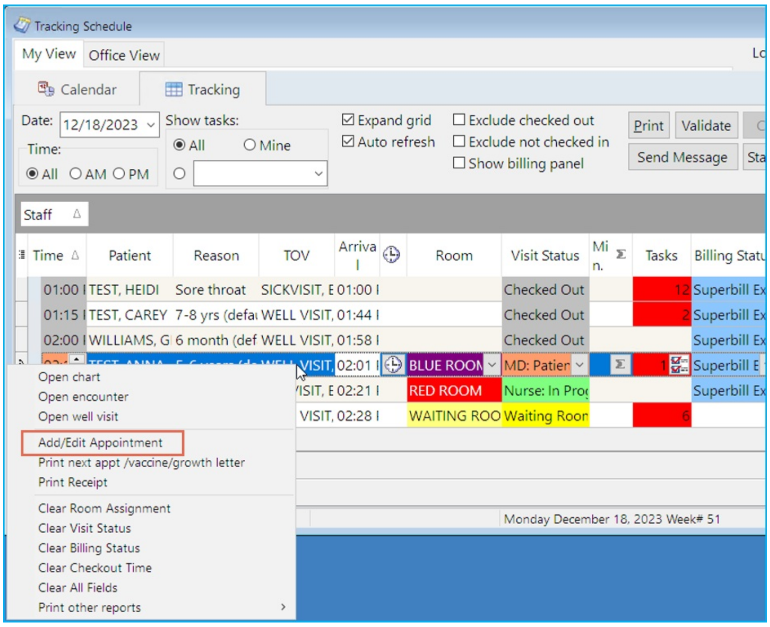
How to Print a Statement from the Tracking Tab

Left-click to select the patient's appointment and then click on the**Statements** button.



How to Check a Patient Out from the Tracking Tab

1. Left-click to select the patient's appointment.
2. Right-click on the appointment.
3. Select **Add/Edit Appointment** from the drop-down menu.



4. In the Payment Received field of the Add/Edit Appointment window, click on the **Credit Card** button. The Patient Credit Account is displayed.
5. Enter the **Pay Method**.
6. Enter the **Credit Amount**.
7. Click **Save/Post**.