

# Print a Receipt at Checkout

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Version 14.19

Path: Calendar Tab > Right Click (Selected Patient) > Print Receipt

## Overview

In this article, you will learn how to print a receipt at checkout from the Calendar or Tracking windows.

## Print a Receipt from the Calendar

- 1. Right-click the selected patient.
- 2. Select Print Receipt.

	Visit status	>
	Bill status	>
	Flag	>
	Open encounter	
	Open well visit	
	Copy appointment	
	Delete appointment	
	Move appointment	
	Review checklist items	
-	Print receipt	
	Print next appt/vaccine letter	
	Print other reports	>

3. The Print dialog box is displayed. Confirm the printer and click the OK button to print.

## Print a Receipt from the Tracking Window

- 1. Right-click the selected patient.
- 2. Select Print receipt.

Open encounter	
Open well visit	
Add/Edit Appointment	
Print next appt /vaccine/growth letter	
Print Receipt	
Clear Room Assignment	
Clear Visit Status	
Clear Billing Status	
Clear Checkout Time	
Clear All Fields	
Print other reports	>

3. The Print dialog box is displayed. Confirm the printer and click theOK button to print.

Version 14.8





#### Path: Smart Toolbar > Schedule button

## Overview

This page will instruct you on printing a receipt at checkout.

#### **Printing a Receipt**

- 1. Right click on the selected patient
- 2. From the dropdown select Print Receipt.

	Visit status Bill status Flag	• •
Loraid C	Open encounter Open well visit	
	Copy appointment Delete appointment Move appointment	
	Review checklist items	
	Print receipt	
	Print next appt/vaccine letter Print other reports	

#### Tracking Screen:Print Receipt

- 3. Click the **Print** button 👙 on the upper left corner in the print preview screen.
- 4. Click on the **Close** button Close when printing is complete.

Version 14.10

#### Path: Smart Toolbar > Sched button > Calendar or Tracking tab

# Overview

This page will instruct you on printing a receipt at checkout from the Calendar or Tracking windows.

#### Print a Receipt from the Calendar

- 1. Right-click on the selected patient.
- 2. From the menu select Print Receipt.





Visit status	>
Bill status	>
Flag	>
Open encounter	
Open well visit	
Copy appointment	
Delete appointment	
Move appointment	
Review checklist items	
Print receipt	
Print next appt/vaccine letter	-
Print other reports	>

3. The Print dialog box displays. Confirm the printer and clickOK to print.

#### Print a Receipt from the Tracking Window

- 1. Right-click on the selected patient.
- 2. From the menu select Print receipt.

Open encounter	
Open well visit	
Add/Edit Appointment	
Print next appt /vaccine/growth letter	
Print Receipt	
Clear Room Assignment	
Clear Visit Status	
Clear Billing Status	
Clear Checkout Time	
Clear All Fields	
Print other reports	>

3. The Print dialog box displays. Confirm the printer and clickOK to print.

Version 14.8

#### Path: Smart Toolbar > Schedule button

#### **Overview**

This page will instruct you on printing a receipt at checkout.

#### **Printing a Receipt**

- 1. Right click on the selected patient
- 2. From the dropdown select Print Receipt.





Right-click	Visit status Bill status Flag Open encounter Open well visit	*
	Copy appointment Delete appointment Move appointment	
	Review checklist items	_
	Print next appt/vaccine letter Print other reports	,

#### Tracking Screen:Print Receipt

- 3. Click the **Print** button 🖨 on the upper left corner in the print preview screen.
- 4. Click on the **Close** button Close when printing is complete.

