

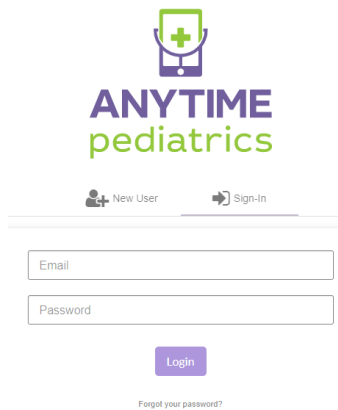
How to process a Credit Card payment.

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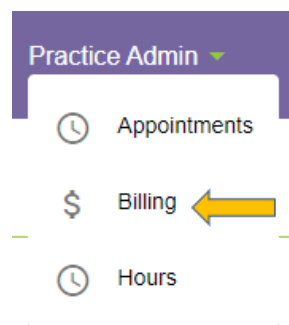


Your practice's Billing Administrator can follow these steps through the Anytime Pediatrics platform to process open Credit Card payments.

- Your Billing Manager should log into the Anytime Pediatrics Platform on a Google Chrome web browser.



- Go to the Practice Admin tab at the top of the screen and select Billing



- Select Open to see the payments that need to be processed from previous telemedicine appointments.

Billing Manager



- The search bar at the top of the screen can be used to locate any open payments for a patient. Simply enter the patient's name or the Visit Id#

Billing Manager

Open Closed

Type to filter by patient name or visit id Date This Week ▼ Practice All ▼

- Select the visit and click on the Process button at the bottom of the page to process the Credit Card payment. You can also click on View Visit Summary to view the details of the telemedicine visit.

09/22/2020	207834	Mark Johnson	Seth Smith	Rash
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Visit on 09/22/2020 w Mark Johnson
Seth Smith (05/15/2015, Male)



- You will have the option to process the Credit Card payment internally, at no charge, or you can select Charge Credit Card now to adjust the amount that will be charged to the patient's credit card.

Process Visit

Charge Processed Internally
 No Charge
 Charge Credit Card Now

- **Charge processed internally**
 - Removes the authorization on the credit card so the practice can charge the patient inside of the office.
- **No Charge**
 - Will remove the temporary hold and will not charge the patient for the telemedicine visit
- **Charge Credit Card**

- Adjust the payment to any amount you desire. For example - Patient's copay
- Click Complete to finalize the payment.

