

DrChrono Taking a One-Time Payment

If a patient does not want to make a payment using the ClearGage patient portal, the practice can assist with taking the payment.

1. Locate the patient in DrChrono and Click the ClearGage App directory button to launch ClearGage.

8 ≜ ClearGageDemo Practice +	Amy O'Kelley (aokeliey) Upgrade my Plan O san∯y ☑ ☴ +	Family History Imaging Orders	Last Patient Statements
Exam 3	Daily Sandy Sue Beaches b Monthly	Implantable Devices	Last Statement Date No Patient Statements
	ſ	ClearGageSalesDemo	Save Demographics

Note: Once in the ClearGage iFrame, you will see the event titled "Imported new balance from DrChrono"

2. Select Make Payment

	Working	g at client: Dr Ch	rono Test Client 1	[Change]
Add Memo	Make Payment	Add AR Pla	n Add Subso	ription
	1	Export Filter	All Memos	*
Status	Debit Amt	Credit Amt.	User	

3. Enter the Amount

Payment Information				
Patient First Name * Nancy	Patient Last Name * Joseph	Amount*	Payment Method * Checking - 5555	~
Patient ID	Payment Plan ID	Tyn Tyne *		

4. Select the payment plan ID

Nancy	Joseph	325.00	Checking - 5555	~
Patient ID	Payment Plan ID	Txn. Type *		
88531826	~	Copay Payment	~	
Claim Number	6NM9NINDI-AP3HT89U	Date of Service		

5. Enter the payment Method

Note: You will need to enter a new method if there is not an existing profile

CLEARGAGE[®]

Patient First Name *	Patient Last Name*	Amount*	Payment Method *	
Nancy	Joseph	325.00	Checking - 5555	~
Patient ID	Payment Plan ID	Txn. Type *		
88531826	6NM9NTDI-AP3HT89U ¥	Plan Payment	*	
Claim Number	Encounter ID	Date of Service		

6. Click Continue

RESET

7. Review the payment information and click Submit

Payment Information			
Patient Name Nancy Joseph	Amount \$325.00	Payment Method Checking - 5555	
Patient ID 88531826	Plan ID 6NM9NTDI-AP3HT89U	Txn. Type Plan Payment	Notes \$325.00 Plan Balance Payment
Claim Number	Encounter ID	Date of Service	_
		SUTWIT	

8. If the payment is approved, you can print or email a receipt

Dashboard Manage Pa	atients ,Edit Patient ,One Time Trans	action , Verify & Submit		Working at clie	int: Dr Chrono Test Client 1 [Change
Payment Rec	eipt			Account on File	Print Receipt Email Receipt
		PAYMENT Reference Number	APPROVED TEST785850344061		
Payment Information					
Patient Name Nancy Joseph	Amount \$325.00	Payment Method Checking/Savings	Account Number Ending in 5555	Payment Date 08/12/2021 11:29:20 AM (EDT)	
Patient ID	Plan ID	Txn. Type	Notes		