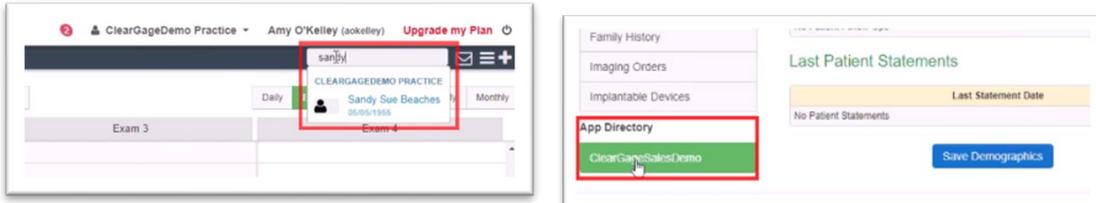


DrChrono Taking a One-Time Payment

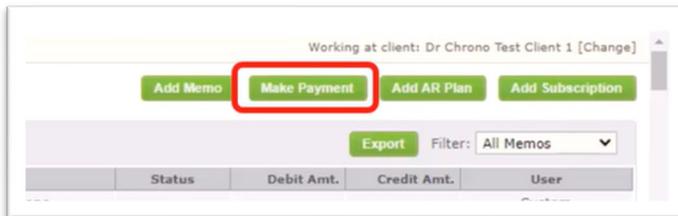
If a patient does not want to make a payment using the ClearGage patient portal, the practice can assist with taking the payment.

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



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

2. Select Make Payment



3. Enter the Amount

Payment Information

Patient First Name *	Patient Last Name *	Amount *	Payment Method *
Nancy	Joseph	<input type="text"/>	Checking - 5555
Patient ID	Payment Plan ID	Txn. Type *	

4. Select the payment plan ID

Patient First Name *	Patient Last Name *	Amount *	Payment Method *
Nancy	Joseph	325.00	Checking - 5555
Patient ID	Payment Plan ID	Txn. Type *	
88531826	<input type="text"/>	Copay Payment	
Claim Number	6NM9N-QI-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

Payment Information

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

[▶ CONTINUE](#) [← RESET](#)

7. Review the payment information and click Submit

Payment Information

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

[▶ SUBMIT](#)

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

Dashboard > Manage Patients > Edit Patient > One Time Transaction > Verify & Submit

Working at client: Dr Chrono Test Client 1 [Change]

Account on File [Print Receipt](#) [Email Receipt](#)

PAYMENT APPROVED
Reference Number TEST785850344061

Payment Information

Patient Name	Amount	Payment Method	Account Number	Payment Date
Nancy Joseph	\$325.00	Checking/Savings	Ending in 5555	08/12/2021 11:29:20 AM (EDT)
Patient ID	Plan ID	Txn. Type	Notes	
88531826	6NM9NTDI-AP3HT89U	Plan Payment	\$325.00 Plan Balance Payment	