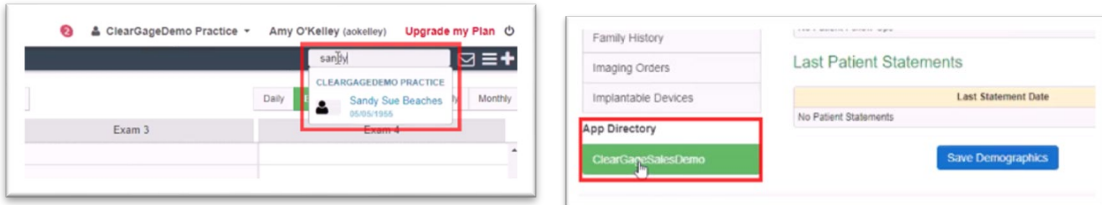


DrChrono – Sending a One-Time Link

If a patient decides to pay the balance using the portal, the practice can always send the patient a one-time link.

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



2. Select Payment Plans

Patient Details

- Patient History
- Patient Information
- Patient Relationships
- Payment Profiles
- Payment Plans**
- Documents
- Statements
- Patient Consents
- Alternate Contact Information
- Export Patient Data

Patient History (Click on column headers to re-sort)

Date	Plan ID	Event	Status	Debit Amt.
09/09/2021 11:39 AM	A6M588V1	Payment Plan Setup		
09/09/2021 11:39 AM	A6M588V1	Plan Payment	Approved	\$150.00
09/09/2021 11:39 AM	A6M588V1	Payment Plan Pending		
09/09/2021 11:39 AM		Payment profile created		
07/08/2021 10:32 AM		Other Payment	Approved	\$45.00
04/14/2021 02:18 PM	A6M588V1	QuickPay link texted to 9685555555 for balance of \$1,500.00		
04/14/2021 02:18 PM	A6M588V1	QuickPay link emailed to Buchanan_flower@email.zzz for balance of \$1,500.00		
04/14/2021 02:18 PM	A6M588V1	Payment Plan Pending		
04/14/2021 02:18 PM	A6M588V1	Payment Plan Pending		
04/14/2021 01:28 PM	A6M588V1	Payment Plan Pending		
04/14/2021 01:14 PM	A6M588V1	Payment Plan Pending		

3. Select the Dormant Plan

Payment Plans

Plan ID	Plan Name	Plan Type	Plan Status	Payment Amount	Current Balance
6MSOSBJI-A7IAPSUT		AR	Dormant		\$150.00
6MSOSBJI-A7RBJCRT		AR Payment Plan	Closed		\$0.00
6MSOSBJI-A6T13OQ1		AR	Closed		\$0.00
6MSOSBJI-A6TBM4CD		AR One Time Payment	Closed		\$0.00
6MSOSBJI-A5GP0ETJ		AR One Time Payment	Closed		\$0.00
6MSOSBJI-A7RPN9TC		AR One Time Payment	Closed		\$0.00

4. From the payment agreement page, select Send to Patient

Payment Agreement Print Agreement

Encounter Balance	\$150.00	Payment Method *	<input type="text"/>
Discount	\$ 0.00	Alt. Payment Method	<input type="text"/>
Balance Due	\$150.00		
Payment Option	<input type="text"/>		
Remaining Balance	\$150.00		