USER PERMISSION LEVELS

	Local Admin	Account Rep	Intake	Payments	Reporting
· Edit their own User Information	X	X	X	X	X
· Change Location if there are multiple client locations	X	X	X	X	X
· Take retail payments using either One-Time Payments or the Pont of Sale card reader	X	x	X	X	
· Add/Edit/Delete Announcements	X				
· Add/Edit/Delete document in the Resource Center	X				
· Add/edit/delete/reset users	X				
· View All information on the Dashboard page	X	X			
· View/Edit Statements	X	X			
· Use the Data Exchange tab functionality to Import/Export	X	X			
· Transactions – Declines & Rejects list – Resubmit	X	X			
· Transactions – Unapplied Transactions list	X	X			
· Edit Charge master	X	X			
· Submit "Buy-Outs"	X	X			
· View/Add/Edit patient information	X	X	X		
· View Announcements	X	X	X		
· View the Resource Center	X	X	X		
· View the Transactions - Card Expiration list	X	X	X		
· View the Transactions – Declines and Rejects list	X	X	X		
· Edit Payment Profiles	X	X	X		
· Add/Edit Payment Plans for patients	X	X	X		
· Add One-Time Transactions or Point of Sale Transactions	X	X	X		
· Process Voids/Credits	X	X	X		
· Print Receipts	X	X	X		
· Account on File Outsort and Summary reports	X	X			X
· Client Billing Detail report and Summary reports	X	X			X
· Collection Forecast and Collection Mix reports	X	X			X
· Deposit Report	X	X			X
· Payment Profile Detail report	X	X			X
· Prefunding Deposit report	X	X			X
· Prefunding Sweep Reconciliation	X	X			X
· Plan Detail Report	X	X			X
· Plan Summary	X	X			X
· Transaction Detail reports	X	X			X
· Transaction Summary	X	X			X