

Receipts

Send a receipt via email

You can send a credit card receipt via email directly from the schedule, or from the patient profile page.

Send a receipt from the schedule

After you've completed a checkin, click the pencil icon. This will bring up the Reverse Checkin popup modal. Click the Print Appointment button:

Reverse Check-In

☐ Check Out This Appointment?

Reversing this appointment checkin will also remove the payment transaction.

[1055] Transaction
February 27, 2023, 10:37 am

ID	Description	Amt
2084	acupuncture Treatment	\$35.00
2085	Amount Paid	(35.00)
Paid		\$35.00

Payment Method: visa ***9969

Add a Note...

The invoice will open in a separate window. Click the Send Via Email button to email the receipt directly to the patient:



Sunshine Acupuncture
123 Main Street Nashville TN 37216
(615) 319-0316
sunny@sunshineacupuncture.com

INVOICE #1055

Appointment

Mon Feb 27, 2023 @ 09:40 AM
Paid: Mon Feb 27, 2023 @ 09:40 AM
At: Main Street
With: Alexa Hulsey
L.Ac. License: 32165431

Patient: Donald D Duck
dduck@disney.com
(615) 555-1212

Description	Amount
acupuncture Treatment	\$ 35.00
 **9969	Payment: \$ 35.00

Payment Method: CreditCard



Send email INVOICE to dduck@disney.com

[Send Via Email](#)

Send a receipt from the Patient Profile page

Find the transaction list on the Patient Profile page, find the transaction you want to email. Click the printer icon:



Transactions



For Up to March 5, 2023

[1055] Mon Feb 27, 2023
Donald D Duck
W/ Alexa Hulsey At Main Street @ 10:37 am

acupuncture Treatment	\$35.00
PAID: visa ***9969	\$35.00



print transaction

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INVOICE #1055

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Mon Feb 27, 2023 @ 09:40 AM
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At: Main Street
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Sunshine Acupuncture
123 Main Street Nashville TN 37216
(615) 319-0316
sunny@sunshineacupuncture.com

Patient: Donald D Duck
dduck@disney.com
(615) 555-1212

Description	Amount
acupuncture Treatment	\$ 35.00
 **9969	Payment: \$ 35.00

Payment Method: CreditCard

Send email INVOICE to dduck@disney.com

[Send Via Email](#)

Revision #2

Created Sun, Mar 5, 2023 11:35 PM by [Alexa Hulsey](#)

Updated Fri, Jul 19, 2024 2:49 PM by [Alexa Hulsey](#)