

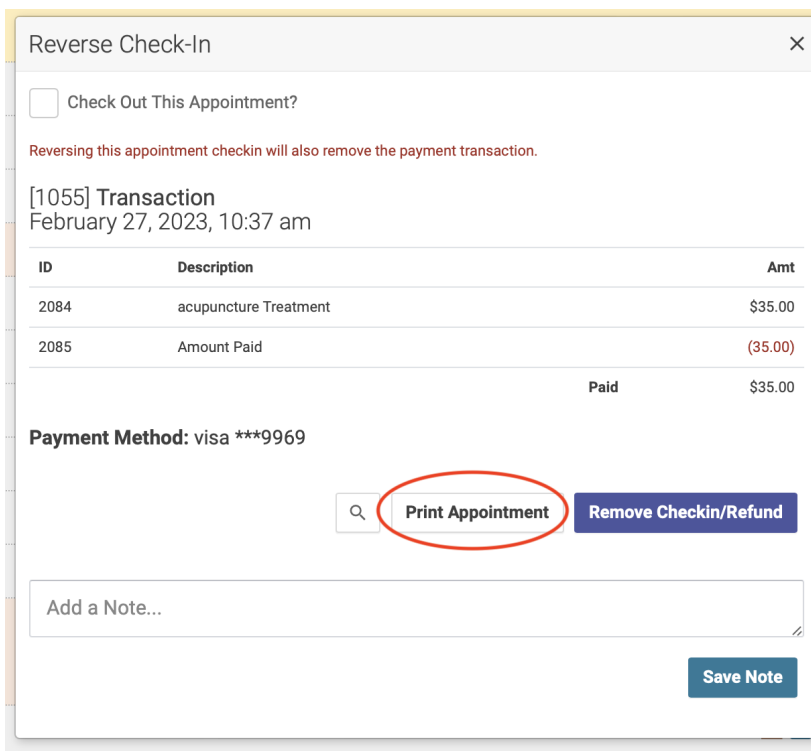
# Receipts

## 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:

A screenshot of a 'Reverse Check-In' modal window. At the top, there's a title bar with a close button. Below it is a checkbox labeled 'Check Out This Appointment?'. A red warning message states: 'Reversing this appointment checkin will also remove the payment transaction.' The main content area shows transaction details for '[1055] Transaction' on 'February 27, 2023, 10:37 am'. It contains a table with two rows: '2084 acupuncture Treatment' for '\$35.00' and '2085 Amount Paid' for '(35.00)'. Below the table, it shows 'Paid' for '\$35.00' and 'Payment Method: visa \*\*\*9969'. At the bottom, there are two buttons: 'Print Appointment' (circled in red) and 'Remove Checkin/Refund'. Below the buttons is a text area labeled 'Add a Note...' and a 'Save Note' button.

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	<b>Payment:</b> \$ 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

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




## 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

**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	<b>Payment:</b> \$ 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](#)