

DrChrono Payments: Processing a payment from the patient demographics

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DrChrono has added additional functionality to the onpatient Payments tab under the patient demographic section. The section will now allow you to process patient payments via DrChrono Payments from the tab, as well as store credit card information without processing a payment.

- While in a patient's chart, navigate to the demographics section and select the onpatient Payments tab.

Primary Provider:

[Important](#) [Demographics](#) [Insurances](#) [Authorizations](#) [Smoking Status](#) [Flags](#) [Balance](#) [onpatient Payments](#)

✓ Sufficient patient demographics to bill insurance.

There are 3 main sections on this page:

- **Balance**- This is where you can process a payment.
- **Saved Cards**- This is where you can save card information without processing a charge as well as setting a default card if there is more than one card saved.
- **Transaction History**- Will document payments processed on the account.

Patient Payments

Balance		Process Payment		Saved Cards		Add Card	
Total Billed	\$925.00	Total Allowed	\$925.00	Card	Name	No payment methods saved	
Total Allocated	\$50.00	Total Adjustment	\$0.00				
Total Patient Paid:	\$50.00	Total Insurance Paid	\$0.00				
Patient Balance:	\$125.00	Insurance Balance:	\$750.00				

Transaction History

Created Date	Date of Service	Amount	PaySimple Transaction #
No payments processed			

Save Demographics

Processing a payment

- Under the Balance tab, click on the green **Process Payment** tab.
- A Charge Credit Card tab will open. This is where you will select the card to charge, the amount of the charge, select an appointment to apply the payment, and a section to add additional notes if needed.
- Once the information is entered, click on the green **Process Payment**.

Charge Credit Card



Card

No cards available

Amount \$

Appointment

Additional Notes

Cancel

Process Payment