Exa® PACS/RIS

Feature Summary

Add and Delete Payments

ADD A PAYMENT

1. Go to **WORKLIST/SCHEDULE BOOK** > **EDIT STUDY** > **CHARGES/PAYMENTS** > **NEW PAYMENT.**

2. Add payment information and then select **SAVE**.

3. In the **Print Receipt** dialog, select **YES**.

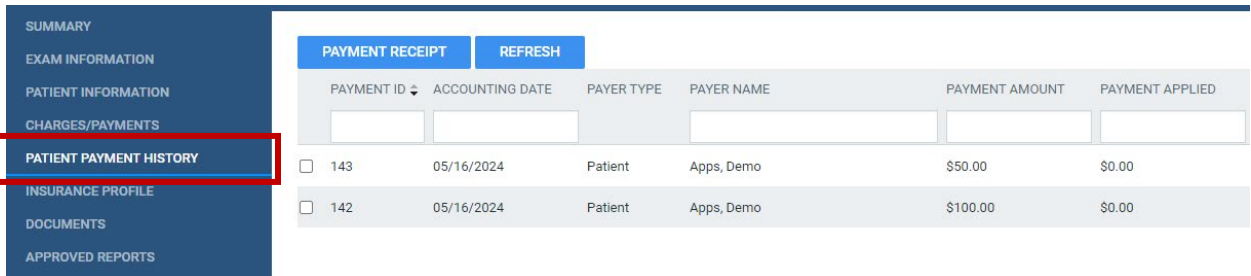   The receipt opens in a new browser tab.
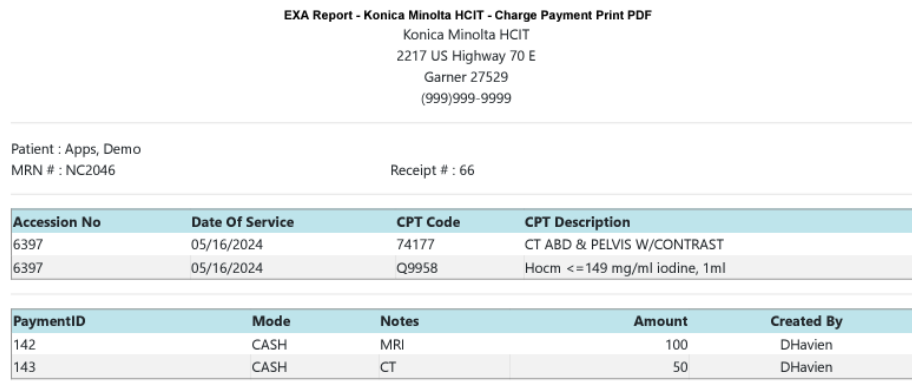
VIEW PATIENT PAYMENT HISTORY

1. Go to **WORKLIST/SCHEDULE BOOK** > **EDIT STUDY** > **PATIENT PAYMENT HISTORY**.

2. To view one or more payments, select their checkboxes and then select **PAYMENT RECEIPT**.
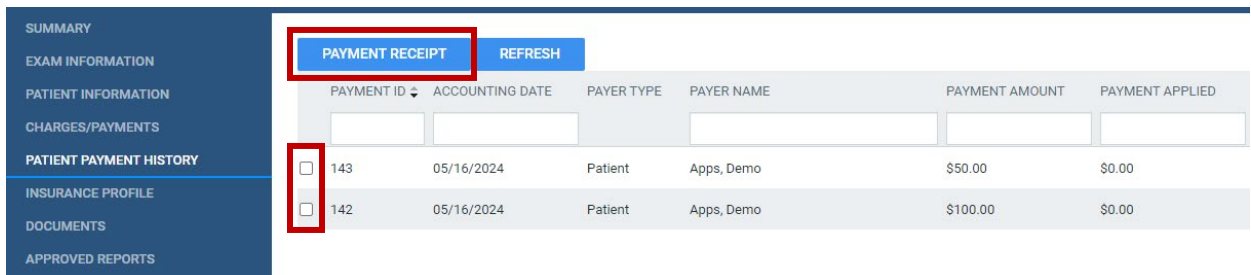
3. A browser tab opens to display a receipt with the selected payments.

MAKE A CUSTOM RECEIPT

1. Go to **SETUP** > **OFFICE** > **FACILITY**.

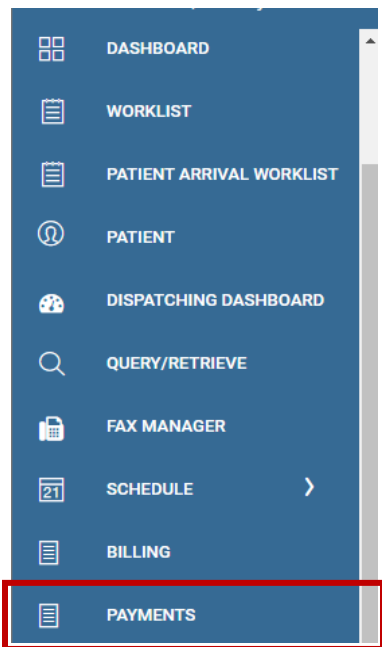2. Open the facility to customize the receipt for, and then select **CUSTOM RECEIPT.**

3. Enter the information for the custom receipt, and then select **SAVE.**

EDIT OR DELETE A PAYMENT

1. Go to **PAYMENTS.**

2. Select the **edit** button on the payment to modify.

3. Optional.

   - To generate a report, use the columns to filter the report by facility, date, and other criteria, and then select **GENERATE PDF**.

   - To export the report to a .csv file, use the columns to filter by facility, date, and other criteria, and then select **EXPORT.**

4. Select the **DELETE** button.

   Note: In this screen you can also edit payments.