

Text, Email, and Print options for patient receipts

Last modified on 02/26/2025 10:05 am EST

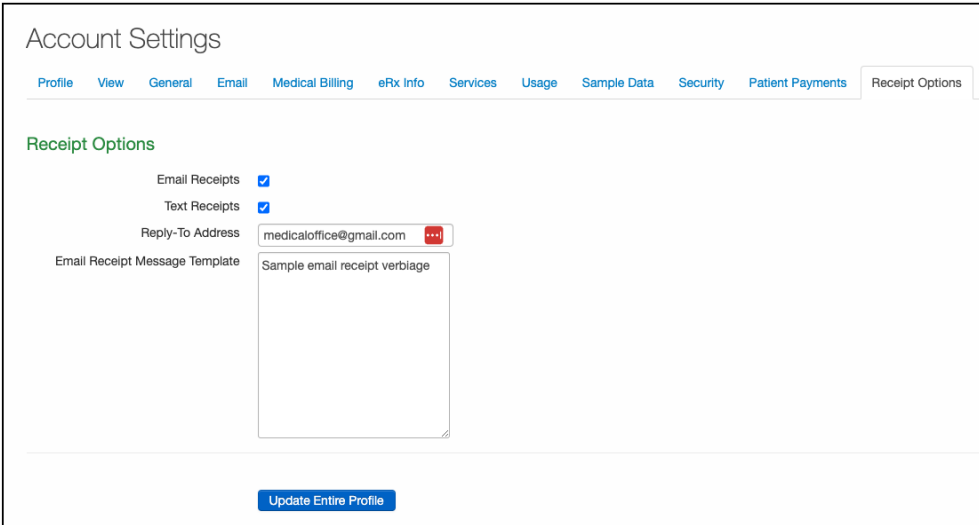
DrChrono has added a couple of options to provide your patient with a receipt for their payment. We now offer a text or emailed receipt and the option to print it.

Before you see the options in your account, you will need to set up the options you would like to be available in your office. The options are under the **Account > Provider Settings > Receipt Options** tab.

Option Set Up

This screen will allow you to enter the sender's email and any message you would like to include with an emailed receipt.

1. Once you select your options, press **Update Entire Profile**.



Account Settings

Profile View General Email Medical Billing eRx Info Services Usage Sample Data Security Patient Payments Receipt Options

Receipt Options

Email Receipts

Text Receipts

Reply-To Address medicaloffice@gmail.com

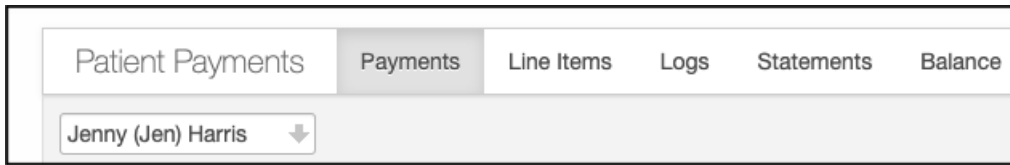
Email Receipt Message Template Sample email receipt verbiage

Update Entire Profile

Option Use

Once the settings are complete, you will see the options within the patient payment screen.

1. Navigate to **Billing > Patient Payments**



All patient data listed in this article is sample data. This is not a real person or real patient data.

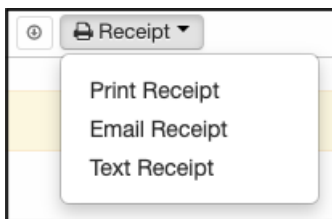
2. Ensure that you are on the Payments tab

3. When you select a patient and process their payment, you will see a new dropdown on the right of the screen.

Amount	Total	
\$20.00		Receipt ▾
\$150.00		Receipt ▾

An orange arrow points to the 'Receipt' dropdown menu in the second row of the table.

4. Included in the dropdown are the options for sending a receipt.



Print Receipt - will show you a preview of the receipt and allow the option to print the document on a local printer

Email Receipt - will email a receipt to the email address listed on the patient's chart

Text Receipt - will text a receipt to the cell phone listed on the patient's chart.
