

# Text, Email, and Print options for patient receipts

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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, along with 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. You will find the options under 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. Once you select your options, click on **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

Sender Email

Email Receipt Message Template

[Update Entire Profile](#)

## Option Use

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

- Navigate to Billing > Patient Payments

Patient Payments	Payments	Line Items	Logs	Statements	Balance
Jenny (Jen) Harris					

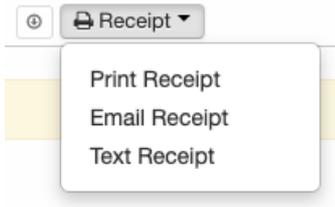
All patient data listed in this article is sample data. This is not a real person or real patient data.

- Ensure that you are on the Payments tab
- 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 ▾



- 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.
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