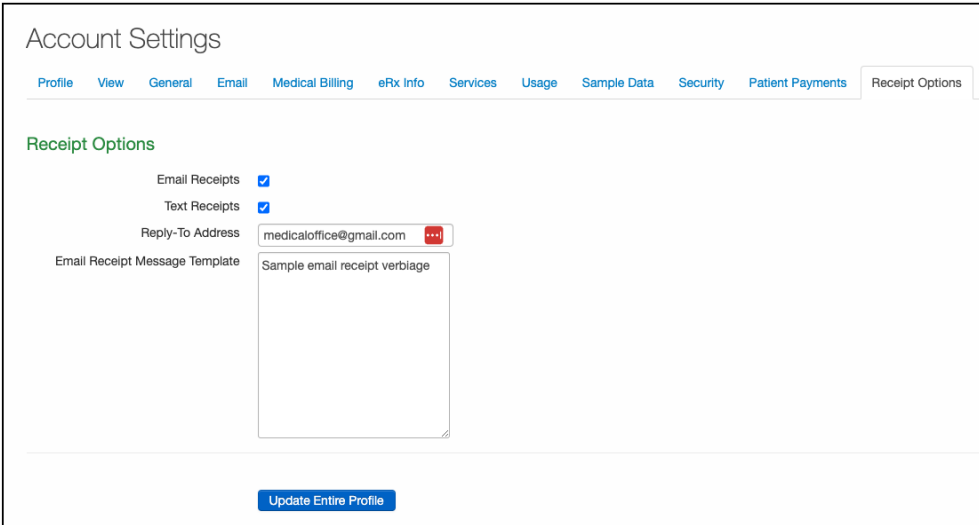# Text, Email, and Print options for patient receipts

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**.

Option Use

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

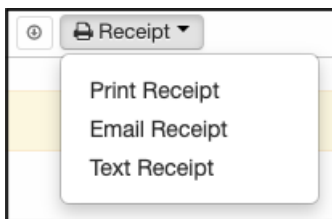1. Navigate to **Billing > Patient Payments**
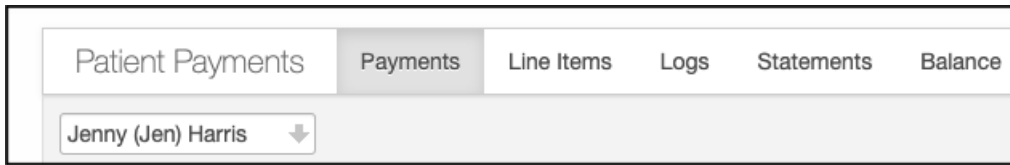
2. Ensure that you are on the Payments tab

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

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.