

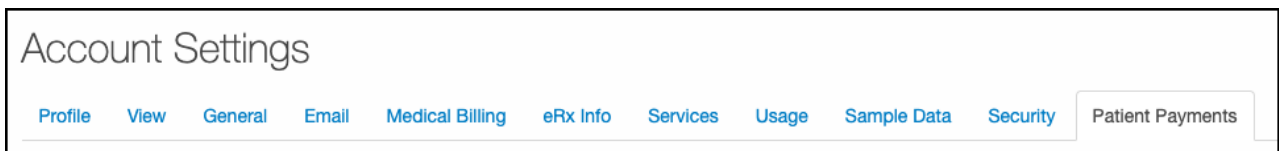
DrChrono Payments: Applying payments to multiple Merchant IDs

09/18/2024 9:10 am EDT

When setting up your account to process credit card payments utilizing DrChrono Payments, you will need to set which merchant id the payments will be processed under. With DrChrono Payments, you can set the Merchant ID for the entire practice or an office within your practice group.

Setting for Entire Practice

1. Navigate to **Account > Provider Settings**
2. Select the **Patient Payments** tab

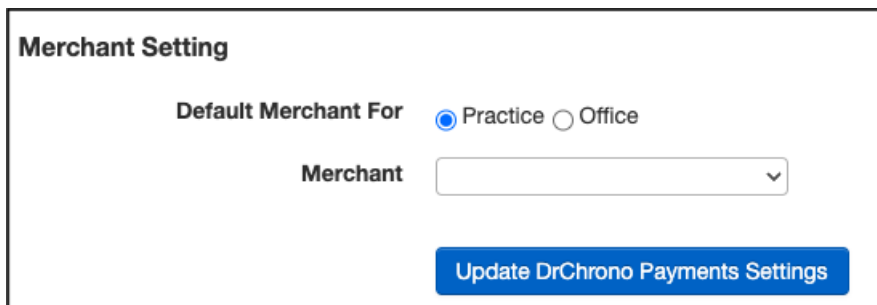


Account Settings

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

This screenshot shows a horizontal navigation bar for 'Account Settings'. The tabs are: Profile, View, General, Email, Medical Billing, eRx Info, Services, Usage, Sample Data, Security, and Patient Payments. The 'Patient Payments' tab is highlighted with a white background and a thin border.

3. Under the DrChrono Payments Heading, select the radio button for Practice. Your merchant ID can be selected from the drop-down menu.



Merchant Setting

Default Merchant For Practice Office

Merchant

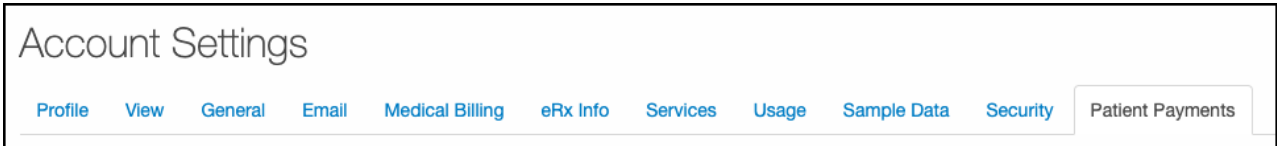
Update DrChrono Payments Settings

This screenshot shows a 'Merchant Setting' form. It has a title 'Merchant Setting'. Below the title, there are two radio buttons: 'Practice' (which is selected) and 'Office'. Below the radio buttons, there is a label 'Merchant' followed by a dropdown menu. At the bottom of the form, there is a blue button labeled 'Update DrChrono Payments Settings'.

Setting for a specific office

1. Navigate to **Account > Provider Settings**

2. Select the **Patient Payments** tab



3. Under the DrChrono Payments Heading, select the radio button for Office.

The offices associated with your DrChrono Account will appear in a list on the left. From the drop down under Default Merchant, you can select the correct Merchant ID for each office.

The 'Merchant Setting' form includes a section for 'Default Merchant For' with two radio buttons: 'Practice' (unselected) and 'Office' (selected). Below this is a table with two columns: 'Office' and 'Default Merchant'. The table contains three rows, each with a dropdown menu in the 'Default Merchant' column. At the bottom of the form is a blue button labeled 'Update DrChrono Payments Settings'.

Office	Default Merchant
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>