Processing Square Payments through DrChrono EHR

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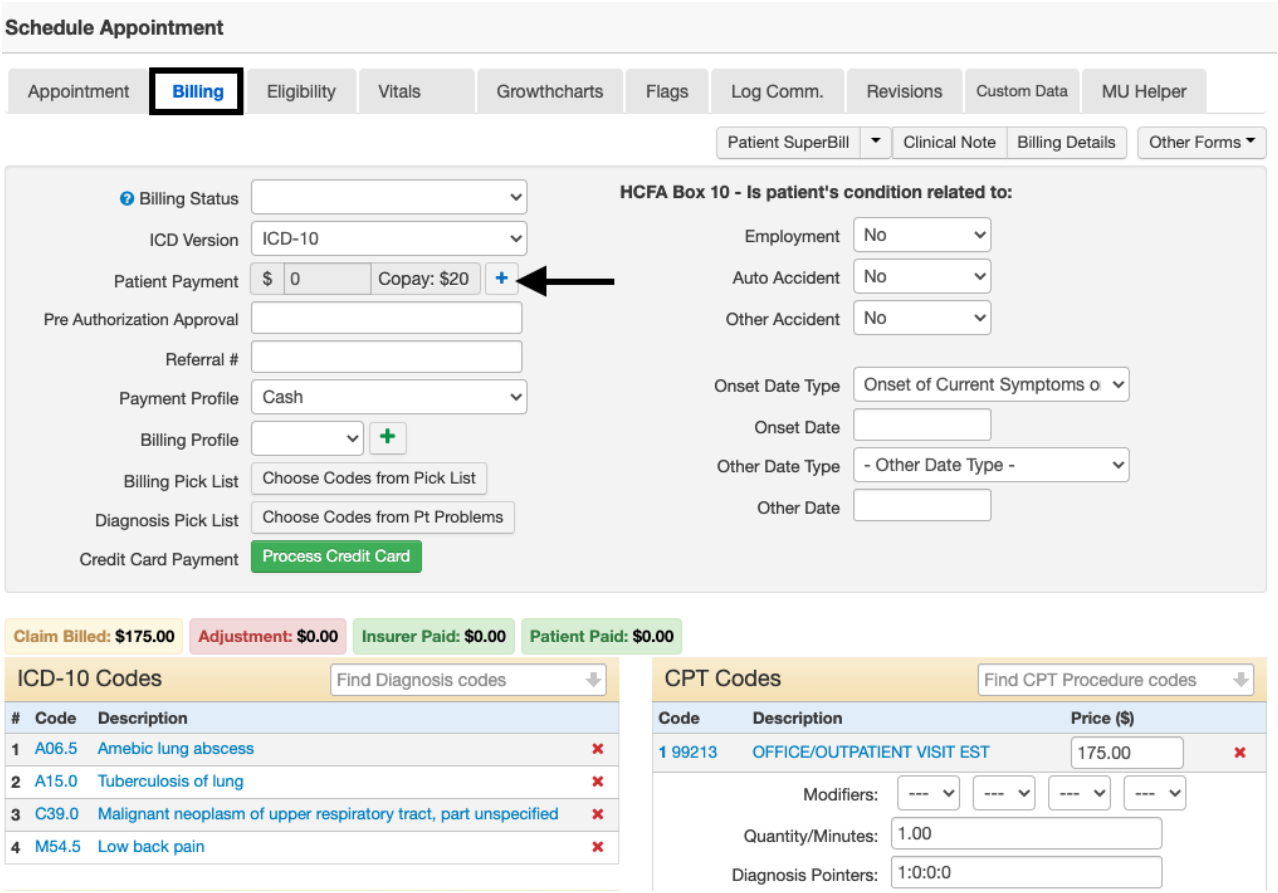
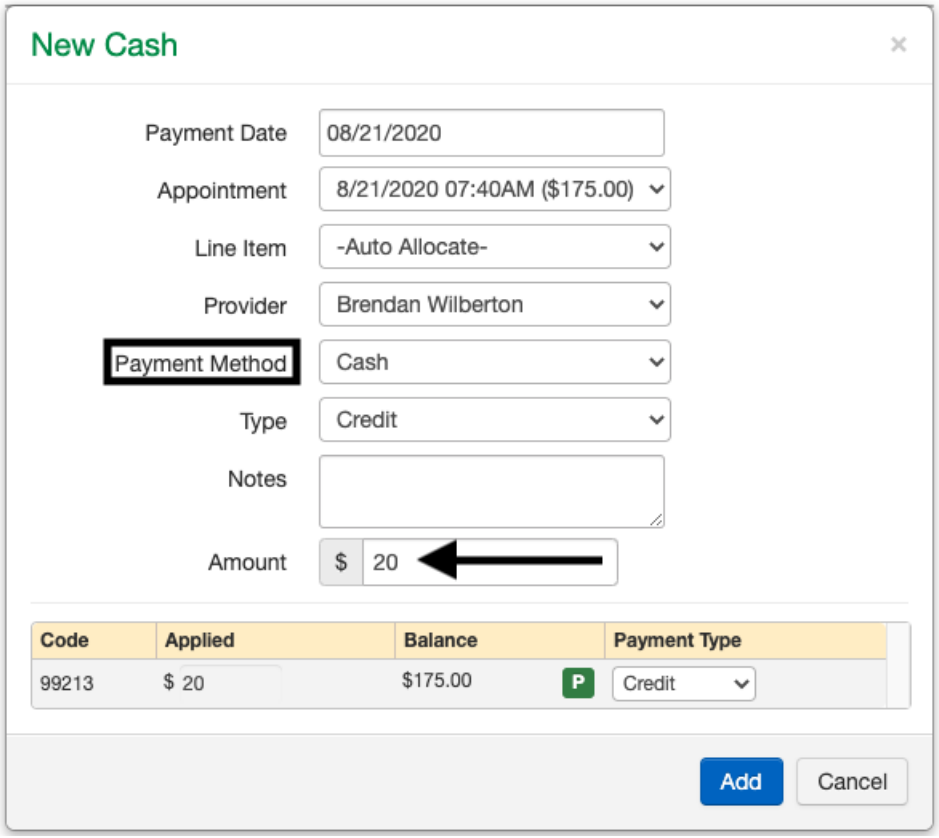
Patient credit card payments can be processed through DrChrono's Square integration on the web platform. You can easily enter card information to take payments and save a card on file for later use.

Entering Payment Information

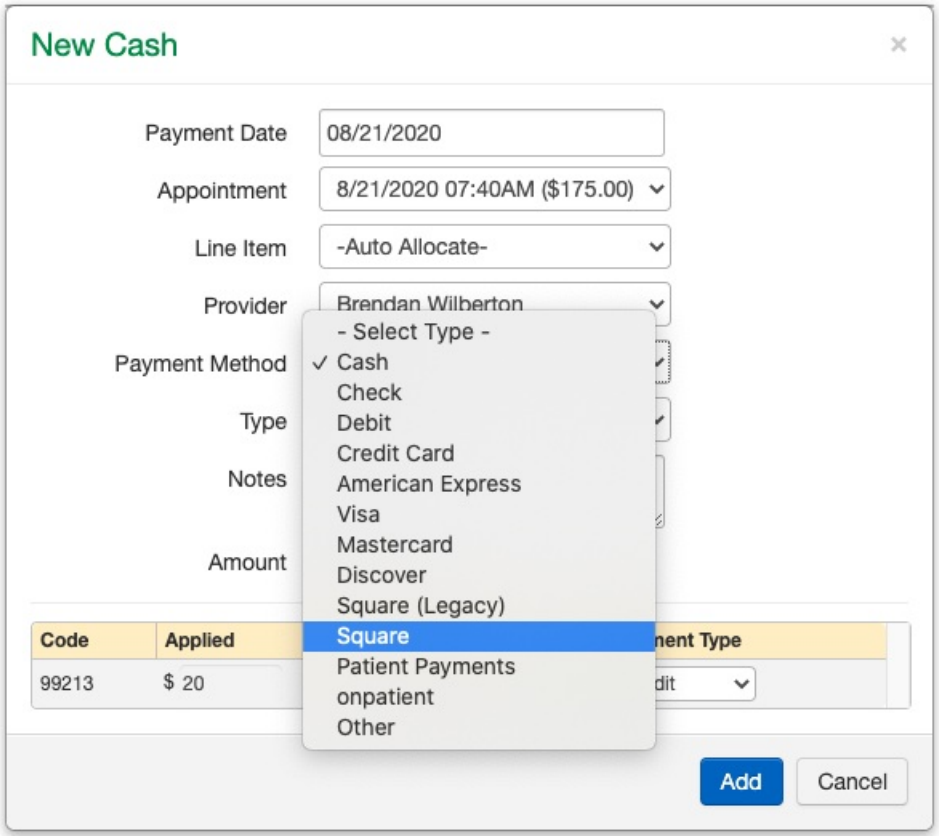
1. Open an appointment and go to the **Billing** tab and click the (
+
) icon.



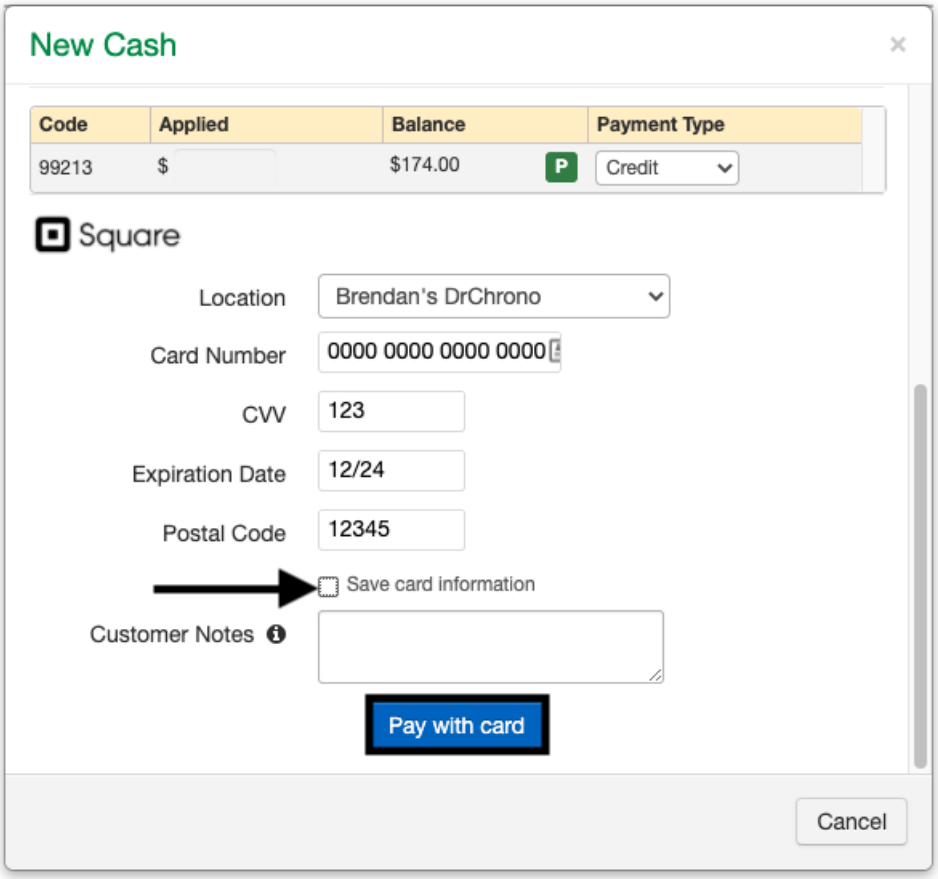
2. The payment window will open. Please be sure you have an **Amount**. Then click **Payment Method**.



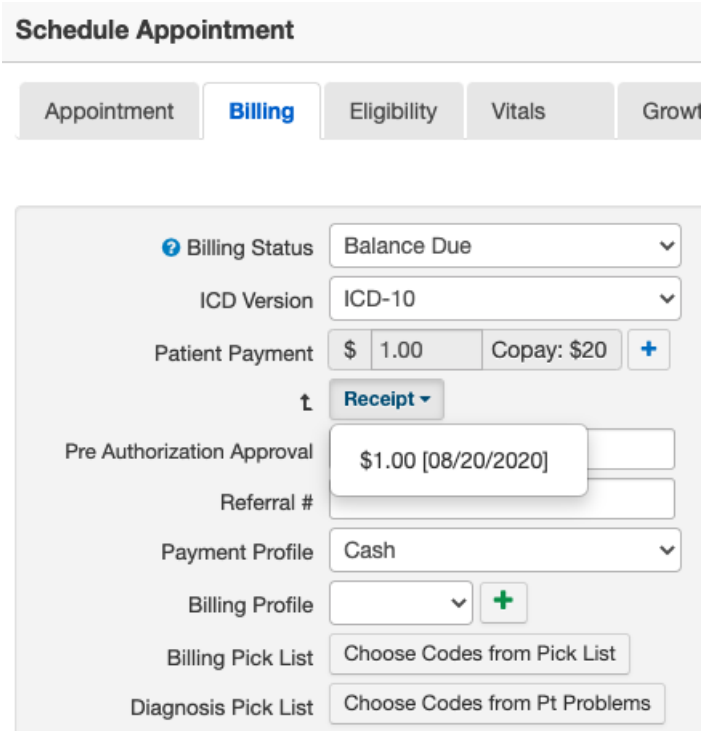
3. Select **Square** as the payment method.



4. Fill out the card information. If you would like to save the card, check the **Save Card Information** box. When you are ready to process the payment, click **Pay with Card**.



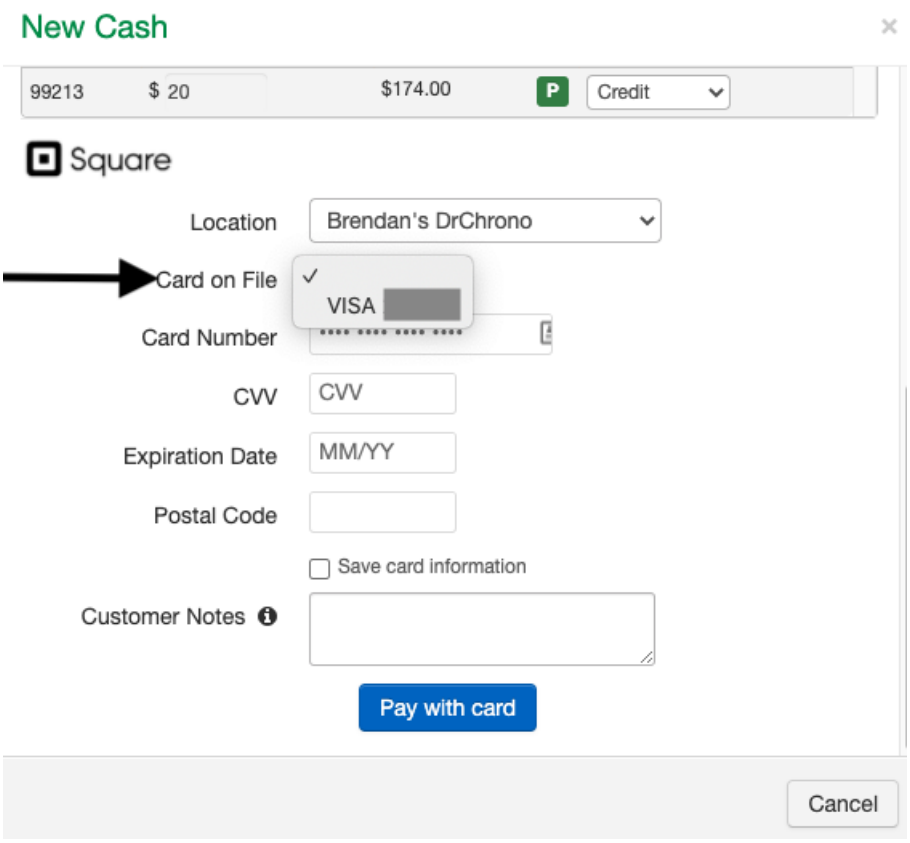
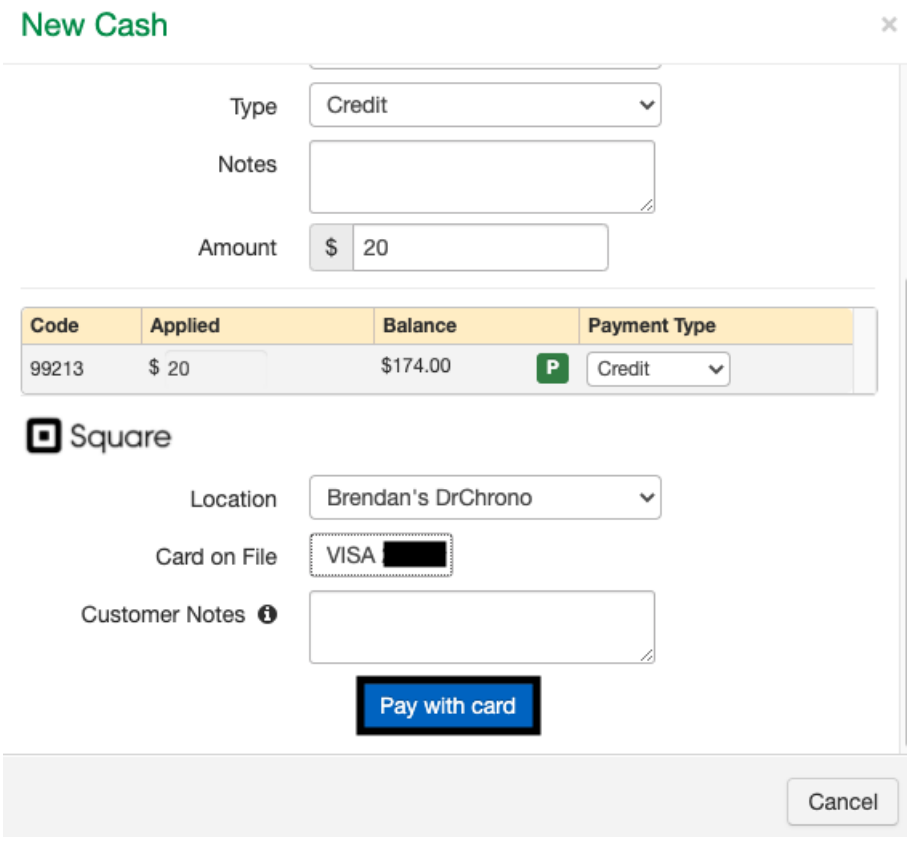
5. The payment will process and a receipt will generate in the **Billing** tab.



Processing a Payment with a Saved Card

Following the same steps above, once you have saved a card for a patient, you will be able to process payments with the card on file.

1. Select **Card on File**.



2. After selecting the card, click **Pay with Card**.