

Printing Patient Receipt and Superbills

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DrChrono has two ways you can provide a receipt for payment to your patient; a receipt and a superbill. Both of these options are available in the calendar view as well as the billing screens. Each document is the same, no matter where you print it.

Patient Receipt

This is a document that lists the patient's name, the amount paid, and the date the payment was made. It does not describe or specify what the payment is for.

Patient Payment Screen

1. Navigate to **Billing > Patient Payments**
2. The receipt can be generated by pressing on the word "receipt" included in the red box on the right.

The screenshot displays the 'Patient Payments' interface. At the top, there are tabs for 'Patient Payments', 'Payments', 'Line Items', 'Logs', 'Statements', and 'Balance'. Below the tabs, there are filters for 'From', 'To', 'Filter by Range' (with dollar signs), and 'Provider: All'. There are also toggle switches for 'Simple: On', 'Condensed: On', and 'Internal: Off', along with an 'Update' button. A summary table shows the following data for Jenny Harris:

	Total Paid	Allocated Payment (Paid to Appt)	Unallocated Payment	Statement Balance	Total Balance
Jenny Harris	\$175.00	\$0.00	\$175.00	\$100.00	-\$75.00

Below the summary table, there is a 'Print/Export' dropdown and a '+ Add' button. A detailed table of payment items is shown below:

#	Unallocated	Posted Date	Payment Date	Appointment	Line Item	Provider	Payment Method	Type	Notes	Amount	Total	Actions
1	<input type="checkbox"/>	\$175.00	Apr 14, 2022	Apr 14, 2022	4/07/2022 12:00PM	Kermit Frog	Cash	Credit		\$175.00		<input type="checkbox"/> Receipt

A red arrow points to the 'Receipt' button in the actions column of the payment item table. A legend at the bottom indicates: Legend: | Unallocated | Fully Allocated |

Patient Appointment Screen

1. Navigate to **Calendar > Patient Appointment**
2. To accept a patient payment from the appointment window, press the blue plus sign.

Schedule Appointment

Appointment | **Billing** | Eligibility | Vitals | Growthcharts | Flags | Log Comm. | Revisions | Custom Data | MU Helper

Institutional Claim

Patient SuperBill | Clinical Note | Billing Details | Other Forms

Billing Status Bill Insurance

ICD Version ICD-10

Primary Insurer - Default -

Secondary Insurer - Default -

Patient Payment \$ 0

Pre Authorization Approval

Referral #

Payment Profile Insurance

Billing Profile

Billing Pick List Choose Codes from Pick List

Diagnosis Pick List Choose Codes from Pt Problems

HCFA Box 10 - Is patient's condition related to:

Employment No

Auto Accident No

Other Accident No

Onset Date Type Onset of Current Symptoms o

Onset Date

Other Date Type - Other Date Type -

Other Date

3. The payment screen that opens will allow you to select an email or texted receipt.

New Cash

Payment Date

Appointment

Line Item -Auto Allocate-

Provider

Payment Method

Type

Notes

Amount \$

Receipt

Email Receipt

Text Receipt

Cancel Pay with card

Patient Superbill

If the patient wants a more detailed receipt, you can use the [Superbill](#) option. This receipt will include a description of services rendered/products purchased and their respective prices.

Live Claims Feed

1. Navigate to **Billing > Live Claims Feed**
2. Inside of the patient's appointment, select **SuperBill**.

View Service + EOB **SuperBill** Clinical Note Clone HCFA/1500 HCFA/1500 (text) Print Screen

Patient Appointment Screen

1. Navigate to **Calendar > Patient Appointment > Billing Tab**
2. Select **Patient Superbill**

Schedule Appointment

Appointment | **Billing** | Eligibility | Vitals | Growthcharts | Flags | Log Comm. | Revisions | Custom Data | MU Helper

Institutional Claim Patient SuperBill Clinical Note Billing Details Other Forms

Billing Status

ICD Version

Primary Insurer

Secondary Insurer

Patient Payment \$

Pre Authorization Approval

Referral #

Payment Profile

Billing Profile

Billing Pick List

Diagnosis Pick List

HCFA Box 10 - Is patient's condition related to:

Employment

Auto Accident

Other Accident

Onset Date Type

Onset Date

Other Date Type

Other Date

ICD-10 Codes

#	Code	Description
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CPT and HCPCS Codes

Type	Code	Description	Price (\$)
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Custom Codes

Code	Description	Price (\$)
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NDC Codes

NDC Code	Quantity	Units	Line Item
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Here's a [link](#) to a video that will walk you through printing patient superbills.