Patient Receipts and Superbills

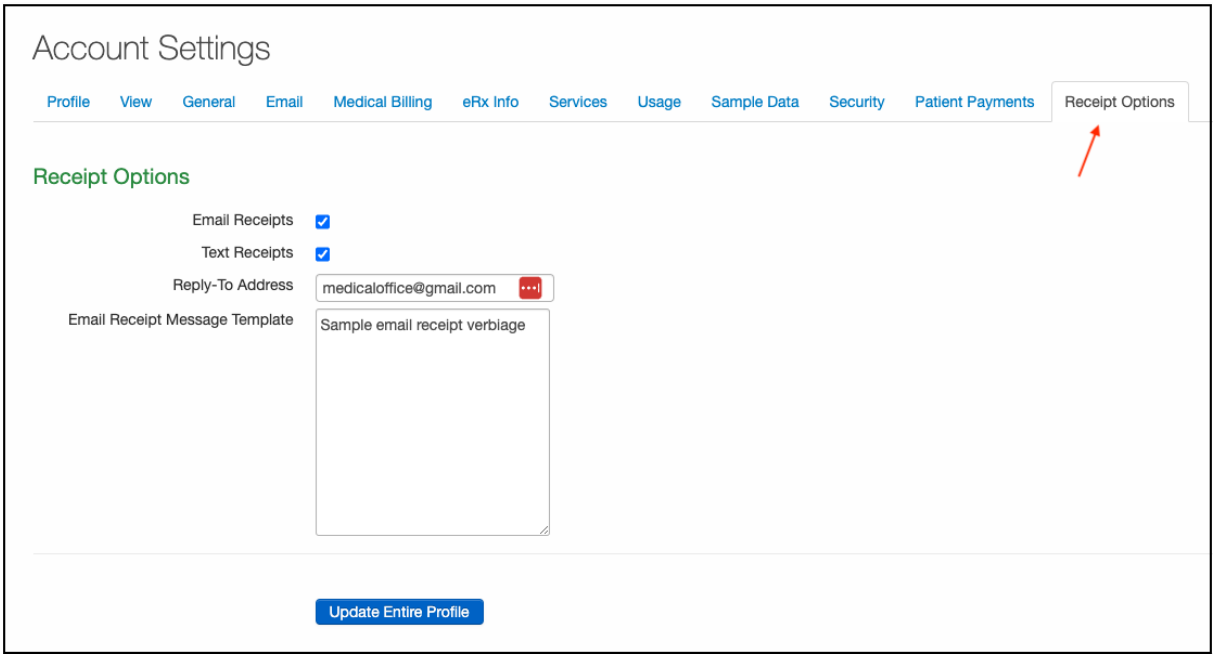
Last modified on 10/01/2026 9:51 am EDT

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 access it. We offer options to email, text, or print each document.

Receipt Option Setup

The account will need to be set up with the options you would like to be available in your office.

1. Navigate to Account > Account Settings > Receipt Options



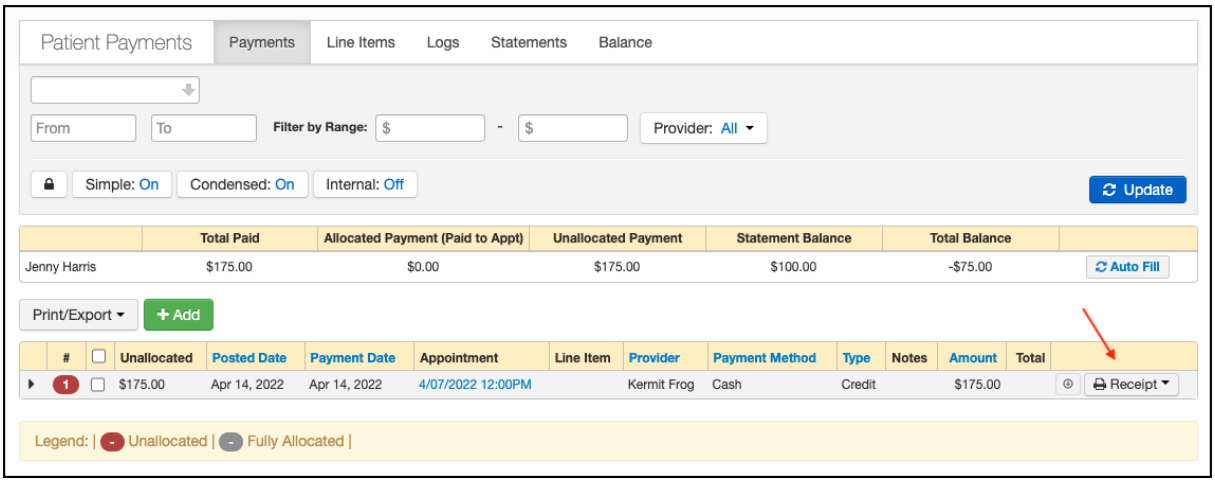
2. Select which options (email and/or fax) you would like made available for your account.
    a. **Print Receipt** - will show you a preview of the receipt and allow the option to print the document on a local printer
    b. **Email Receipt** - will email a receipt to the email address listed on the patient's chart
    c. **Text Receipt** - will text a receipt to the cell phone listed on the patient's chart.
3. Enter a Reply-to Address, if applicable.
4. Enter a message to be printed on each receipt, if applicable.
5. Once entered, press Update Entire Profile.

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.

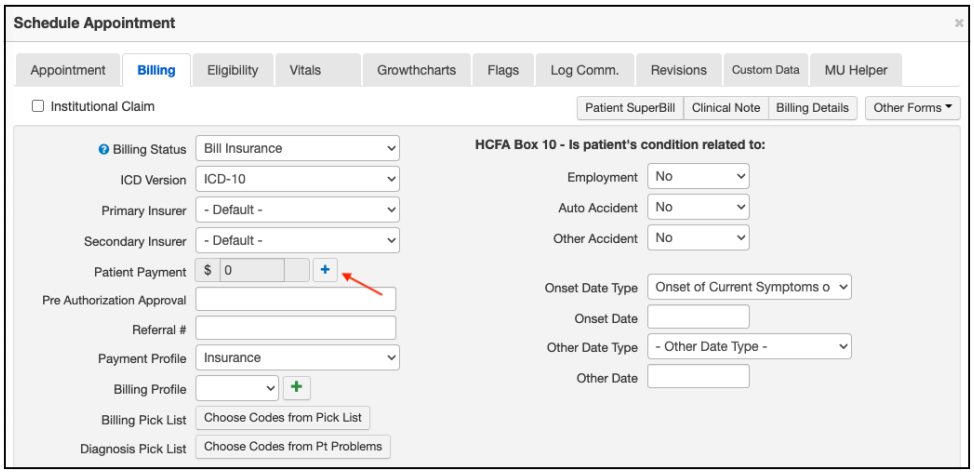
Patient Payment Screen

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

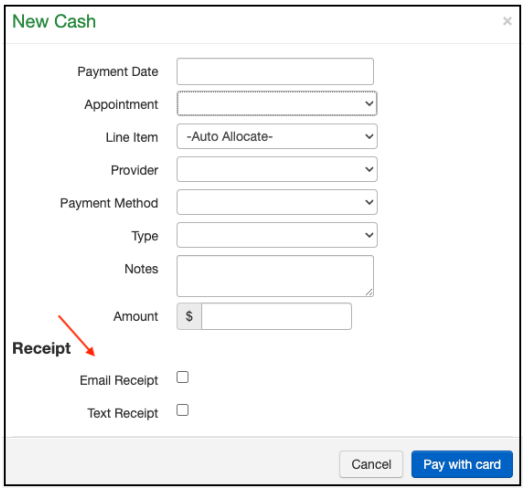


Patient Appointment Screen

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



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



Patient Superbill

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

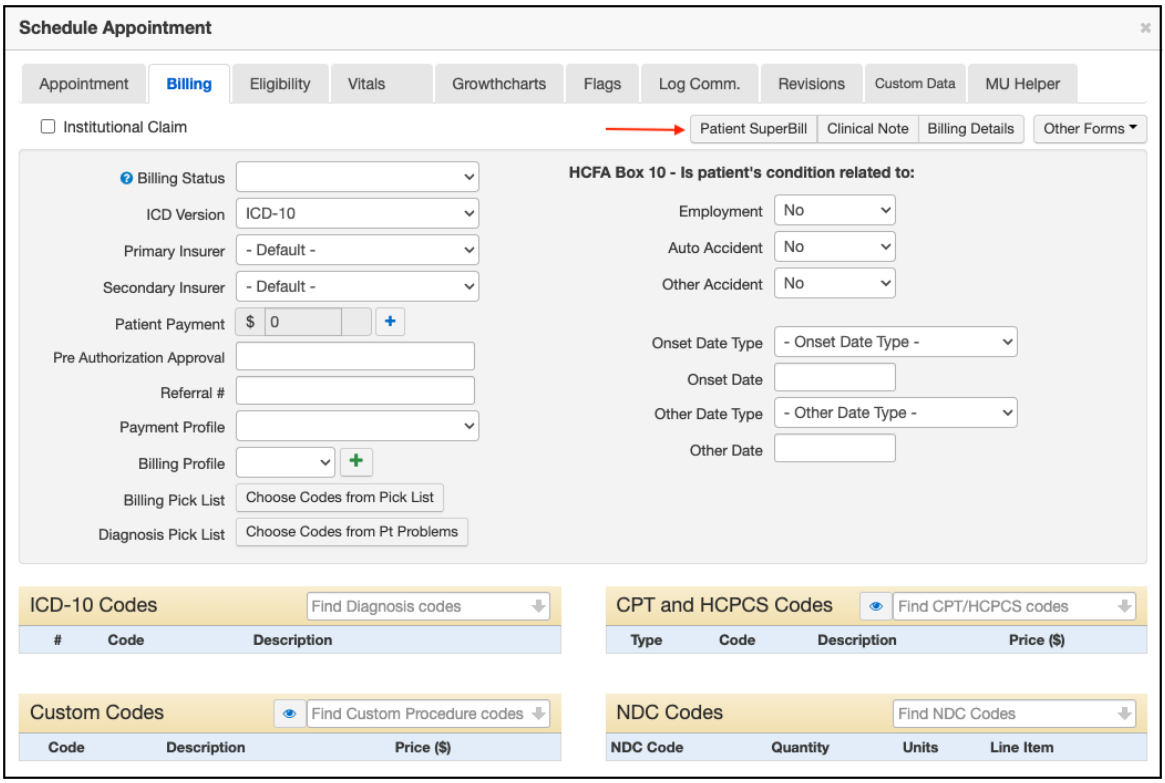
Live Claims Feed

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



Patient Appointment Screen

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



Video: Printing Patient Superbills