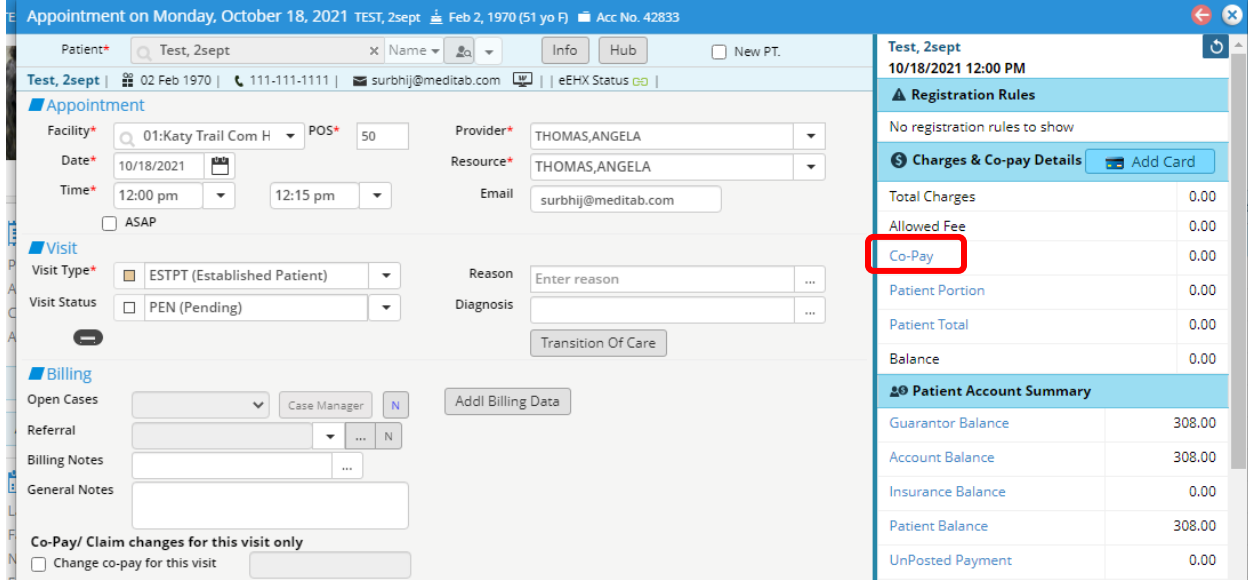


eCW Credit Card Swiper

The credit card swiper can be used to take past due balances or copays/nominal fees.

PROCESSING A PAYMENT

1. Select **CoPay** to the far right of the appointment window



Appointment on Monday, October 18, 2021 TEST, 2sept Feb 2, 1970 (51 yo F) Acc No. 42833

Patient: Test, 2sept

Appointment: 10/18/2021 12:00 PM

Registration Rules: No registration rules to show

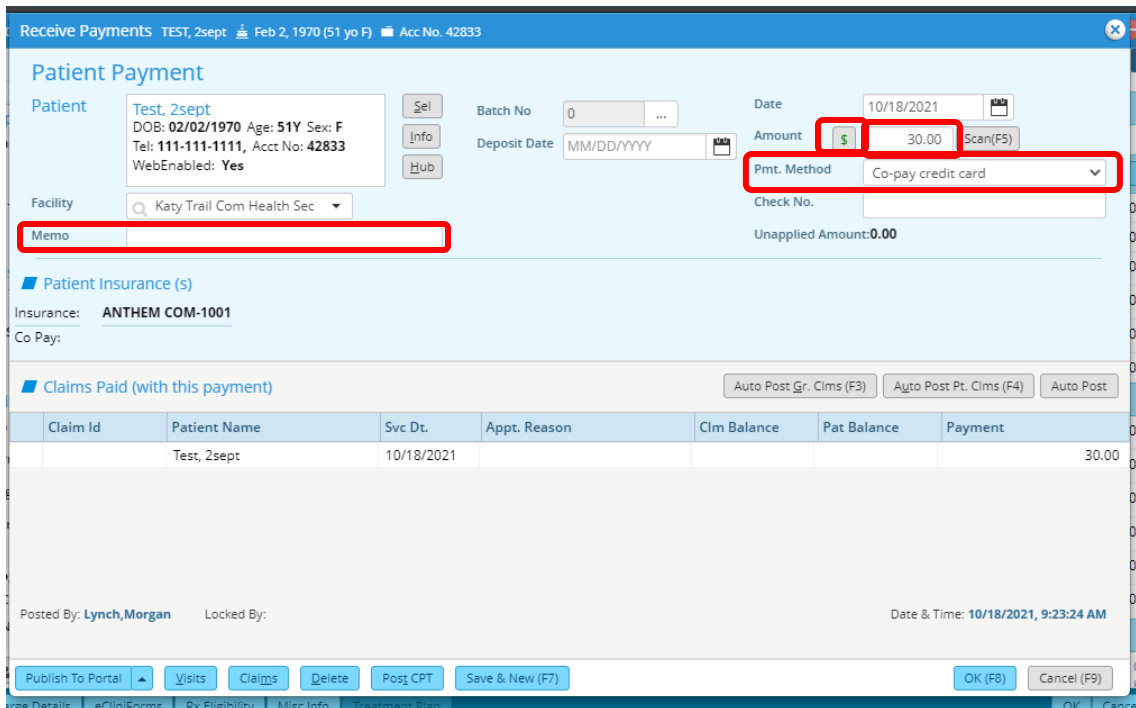
Charges & Co-pay Details:

Total Charges	0.00
Allowed Fee	0.00
Co-Pay	0.00
Patient Portion	0.00
Patient Total	0.00
Balance	0.00

Patient Account Summary:

Guarantor Balance	308.00
Account Balance	308.00
Insurance Balance	0.00
Patient Balance	308.00
UnPosted Payment	0.00

2. On the **Receive Payments** window, enter:
 - a. Copay/Nominal Fee amount
 - b. Pmt Method of *Co-Pay Credit Card*
 - c. Enter any Memos
3. Select the green \$ to the left of the copay amount



Receive Payments TEST, 2sept Feb 2, 1970 (51 yo F) Acc No. 42833

Patient Payment

Patient: Test, 2sept DOB: 02/02/1970 Age: 51Y Sex: F Tel: 111-111-1111, Acct No: 42833 WebEnabled: Yes

Facility: Katy Trail Com Health Sec

Amount: \$ 30.00

Pmt. Method: Co-pay credit card

Memo: [Redacted]

Insurance: ANTHEM COM-1001

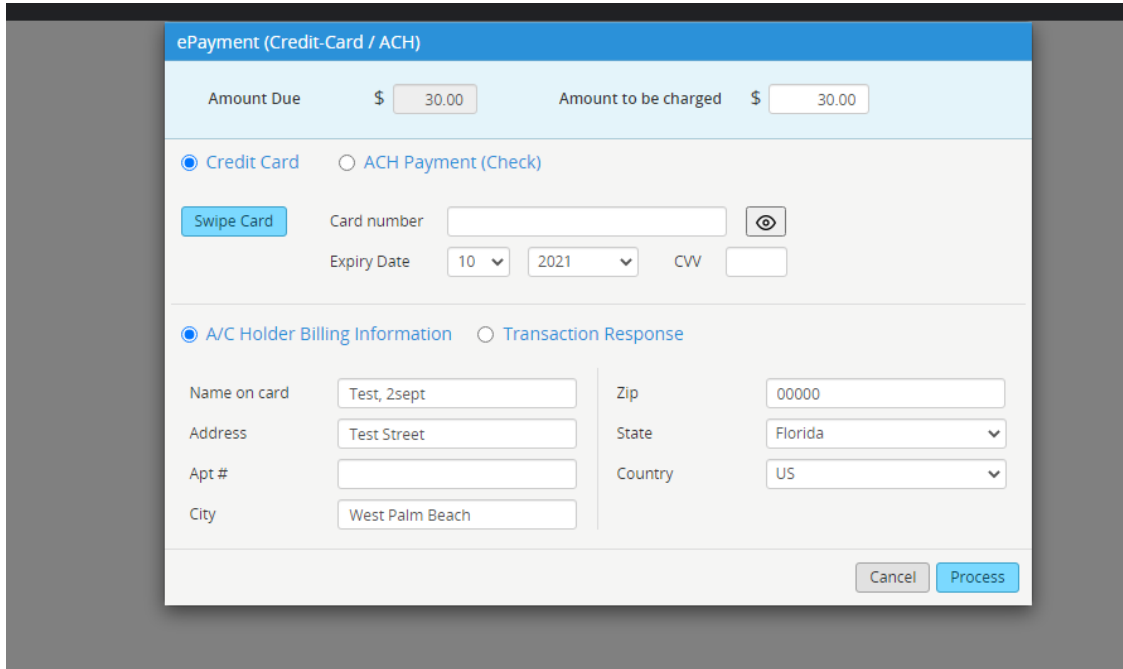
Claims Paid (with this payment):

Claim Id	Patient Name	Svc Dt.	Appt. Reason	Clm Balance	Pat Balance	Payment
	Test, 2sept	10/18/2021				30.00

Posted By: Lynch, Morgan Locked By: Date & Time: 10/18/2021, 9:23:24 AM

eCW Credit Card Swiper

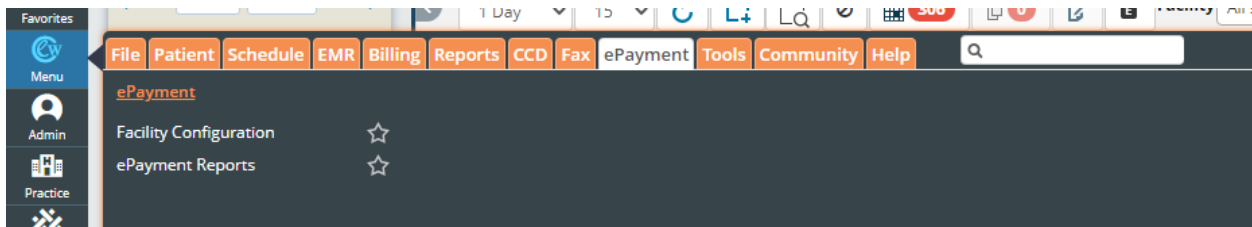
- The **ePayments** window will open. *Do not type anything in this box.*



- Select the **Swipe Card** option. Swipe the card.
 - Make sure you check that the card is facing the correct direction based on the diagram on the swiper.*
- Once card swipes successfully, everything on the **ePayments** window will auto populate and the payment will process on it's own.
- The print receipt option will populate. Enter the #2 in the quantity & print
- Have the patient sign one copy of the receipt & save this receipt for your deposit
- Give the second receipt (without signature) to the patient for their records

REFUNDING/VOIDING ePAYMENTS

- Select Menu>ePayments>ePayment Reports



eCW Credit Card Swiper

- Find the payment that needs voided and select the red paper icon with an X

ePayment Reports


Transaction Report Reconciliation Report AutoPay Card On File Report

Facility TRX ID

Patient Search by Name Name ▾ PYMT ID

Posted By ☆ ... Type Select type

Onsite: EMR Kiosk

	Facility	Posted By	Patient	PYMT ID	TRX ID	An
	Katy Trail Com Health Sedalia	Bridges,Heather	Test,2sept	14246	1968788459	

- A window will populate asking if you are sure you want to void. Select **Confirm**
- A second line with the voided payment will populate. Select the printer icon next to the voided payment and print 2 copies.
- Have the patient sign one copy of the voided receipt & staple this to the original receipt for your deposit
- Give the second receipt (without signature) to the patient for their records

ePayment Reports



Transaction Report Reconciliation Report AutoPay Card On File Report

Facility TRX ID Date Range 10/18/2021

Patient Search by Name Name ▾ PYMT ID Status Select Status

Posted By ☆ ... Type Select type Card on file

Onsite: EMR Kiosk Online: Patient Portal healow Statements

	Facility	Posted By	Patient	PYMT ID	TRX ID	Amount	Date & Time	Status	Card No
	Katy Trail Com Health Sedalia	Bridges,Heather	Test,2sept	14246	1968788459	\$0.01	Mon 2021-10-18 08:20:17 AM CDT	Voided	xxxxxxxxxxxx
	Katy Trail Com Health Sedalia	Bridges,Heather	Test,2sept	14245	1968788459	\$0.01	Mon 2021-10-18 08:19:04 AM CDT	Authorized	xxxxxxxxxxxx