User Manual

Process for accessing payment functionality:

1. Navigate to the charge capture payment system
2. Enter patient email
3. Choose a modality type
4. Enter the closest time interval
5. Press submit
6. After the submit button is pressed a “Thank you” screen will be displayed and the email is sent successfully

Process for accessing reminder functionality:

1. Login in as receptionist
2. Click on patient
3. Click on schedule or reschedule button
4. Schedule form will load
5. Input time or date for appointment and/or reminder
6. (Reminder has to be before the time for scheduled appointment i.e. Appointment at: 10 am Reminder: 10:05. An error message will be displayed)
7. After reminder is set the user will be redirected to a page saying that the appointment and reminder have been scheduled
8. Check email for reminder