Print Receipts

ayment Tracker screen gives you the ability to pull up previously posted patient payments and print the
eceipts associated with those payments.

1. Select **Payment** > **Payment Tracker**.

2. Enter your desired **Search Criteria** or Load a Search Filter.

3. Click **Search**.

4. Click the **Send** link (in the Receipt column) to open the print/send dialog box for the patient payment t
   be printed.

5. Select **Print**.

> ✨ You can also print a receipt with all the additional data required by the HSA/FSA guidelines by
> selecting the "Print w/HSA/FSA details" option.