

# Print Receipts

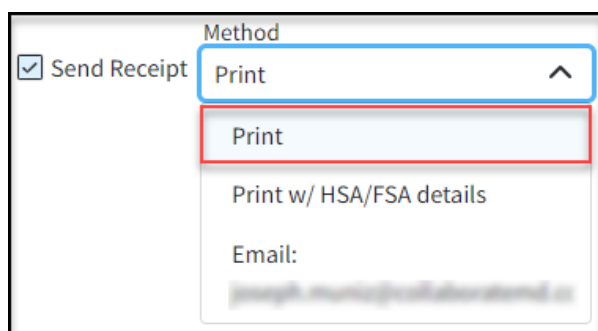
† Modified on 05/28/2026 3:09 pm EDT

## Print Receipt While Collecting a Payment

The **Payment > Post** section in CollaborateMD allows you to print a receipt while collecting/posting a patient payment.

 You can also print receipts when posting a payment from the Scheduler or Claim sections.

1. Select **Payment > Post**.
2. Fill in the option for **Patient Payment**.
3. Enter your Patient's Payment
4. Check the **Send Receipt** box
5. Select the **Print** option from the dropdown.



Method

Send Receipt


Print

Print

Print w/ HSA/FSA details

Email:

Joseph.Murphy@collaboratemed.com

 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.

6. Once the payment is saved the receipt will print.


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## Print Receipt From the Payment Tracker

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

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

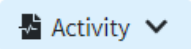
2. Enter your desired **Search Criteria** or [Load a Search Filter](#).
3. Click **Search**.
4. Click the **Send** link (in the Receipt column) to open the print/send dialog box for the patient payment to be printed.
5. Select **Print**.


 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.

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## Print Receipt From the Patient Activity Record

The **Patient Activity** screen also lets you print receipts associated with previously posted patient payment directly from the activity Payment History.

1. Select **Patient > Patient**.
2. Use the **Search** field to search through your patients.
3. Select the **Patient**.
4. Click .
5. The **Activity** record will open in a new window.

 You can also access the Activity screen from the Claim, Manage Account, Scheduler, and View Payment sections.


6. Expand the **Payment History**.
7. Right-click the row for the patient payment to be printed.
8. Click **Print Receipt**.
9. Select **Print**.

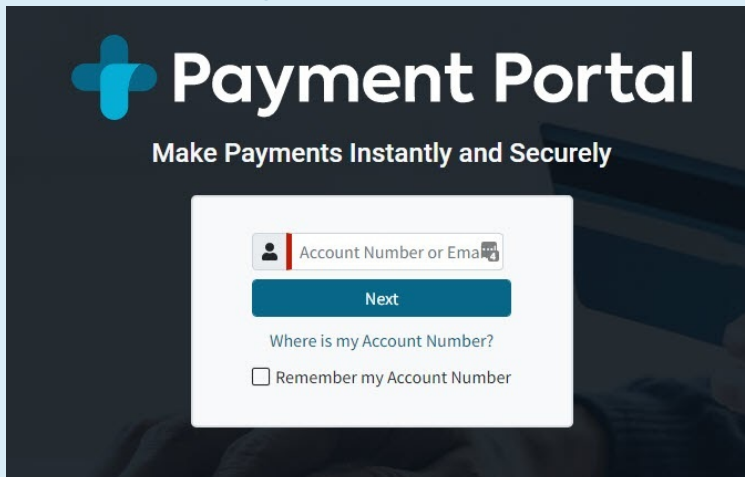
 You can also print a receipt with all the additional data required by the HSA/FSA guidelines by selecting the "Print w/HSA/FSA details" option.

## Print Receipts From the Payment Portal (Patients)

The **Patient Payment Portal** allows patients to print their receipts associated with previously posted payments directly from the Payment History.

1. Patients can visit <https://www.paystatementonline.com>
2. Log in with your CollaborateMD Patient Account Number or email.

 If you have not registered, begin the registration process using the **Patient Account Number** found in the top right corner of your statement or provided in the Payment portal invite email.



3. Click **Next**.
4. Enter your Password and click **Sign In**.
5. Click **Payment History**.
6. Click **Send Receipt**.
7. Select the **Print** option for the payment to be printed.


8. Click **Send Receipt**.
9. Select your printing options from your computer to print/save.

## Print HSA/FSA Receipt

You can print a receipt that includes all the additional data required by the HSA/FSA guidelines from any screen with the print receipt capability.

### Print HSA/FSA Receipt from the Post Screen

1. Select **Payment > Post**.
2. Fill in the option for **Patient Payment**.
3. Enter your Patient's Payment
4. Check the **Send Receipt** box
5. Select the **Print w/HSA/FSA details** option from the dropdown.

 The payment must not be saved as a credit, it must be applied to print the HSA/FSA details receipt.

6. Once the payment is saved and applied, the receipt will print.

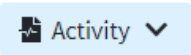

## Print HSA/FSA Receipt from the Payment Tracker Screen


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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 to be printed.
5. Select **Print w/HSA/FSA details**.

## Print HSA/FSA Receipt from the Details Screen

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1. Select **Patient > Patient**.
2. Use the **Search** field to search through your patients.
3. Select the **Patient**.
4. Click  **Activity** 
5. The **Activity** record will open in a new window.

 You can also access the Activity screen from the Claim, Manage Account, Scheduler, and View Payment sections.

6. Expand the **Payment History**.
7. Right-click the row for the patient payment that needs to be printed.
8. Click **Print Receipt w/HSA/FSA details**.
9. Click **Print**.

## Print HSA/FSA Receipt from the Payment Portal

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1. Visit <https://www.paystatementonline.com>
2. Log in with your CollaborateMD Patient Account Number or email.
3. Click **Next**.
4. Enter your Password and click **Sign In**.
5. Click **Payment History**.
6. Click **Send Receipt**.
7. Select the **Print w/ HSA/FSA details** option for the payment to be printed.
8. Click **Send Receipt**.

