


Print Receipt From the Payment Tracker

† Modified on 06/12/2024 1:51 pm EDT

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.
