Print Receipt From the Patient Activity Record
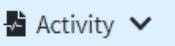
The **Patient Activity** screen also lets you print receipts associated with previously posted patient payments directly from the activity Payment History.

1. Select **Patient** > **Patient**.

2. Use the **Search** field to search through your patients.

3. Select the **Patient**.

4. Click ![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 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.