

Email/Text Receipt From the Patient Activity Record

† Modified on 06/12/2024 11:58 pm EDT

The **Patient Activity** screen also lets you email or text receipts associated with previously posted patient payments directly from the activity's Payment History.

Important: Please note that to use the text receipt option, an **Auth Rep** must first turn on text receipts from the Practices section. For more information on turning on text receipts or editing receipt options, visit our [Payment Defaults Help Article](#).

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 emailed/texted.
8. Click **Email Receipt** (or the SMS Text Receipt option if sending via text).
9. Verify your email address and click **Save**.

 Please note that the patient must first opt-in to receive email receipts. For more information on opting-in, visit our [Change Your Receipt Opt-In Options Help Article](#)
