Print HSA/FSA Receipt

ou can print a receipt that includes all the additional data required by the HSA/FSA guidelines from any creen 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.
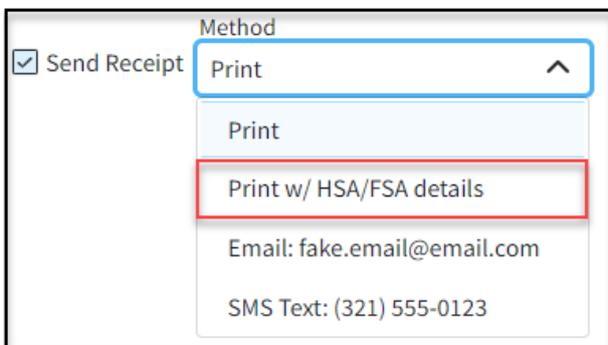
> ✨ The payment must not be saved as a credit, it must be applied to print the HSA/FSA details receipt.

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

Print HSA/FSA Receipt from the Payment Tracker Screen

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 w/HSA/FSA details**.

Print HSA/FSA Receipt from the Details Screen

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

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. Select **Print Receipt w/HSA/FSA details** for the payment to be printed.