# Payments made EASY in CGM MEDEDI

Billing and Practice Management

# EASY PAYMENTS

brought to you by



## Contents

Introduction	3
Activating the Link2Pay service	3
MedEDI CPS 4.7.0	3
Using the Link2Pay service after billing a patient	5
Checking the status of the payment link	10
Allocating payments made by Patients using the Link2Pay Payment Link	12

### Introduction

Welcome to the Payments and Collections Made Easy training manual! This manual provides guidance on how to use POS+ and Link2Pay to effortlessly collect payments from your patients. With these tools, you can accept various payment methods, including cash, cards, and contactless options, ensuring that your patients can pay in a way that suits them best. Our best-in-class security ensures that all transactions are safe, regardless of the payment method chosen. Moreover, this manual will guide you on how to use these tools to facilitate easy collections, recover the outstanding debt without any drama and keep your practice financially fit with improved cash flow.

### Activating the Link2Pay service

- 1. The user navigates to the Payments screen.
- 2. The user selects the "Link2Pay Management" button.

( Company			the second s	Record / All
CGM Sector	Open Remittances			
-		Ref. No.	Created	
Choose an Option				
ecord Patient Payment				
Record Medical Aid				
Remittance				
Record				
Credit Journal				
View / Print				
Remittances				
View Unallocated				
Payments				
View Over Paid				
Bills				
Link2Pay				
Manage				

3. If the user is registering for the first-time user will be directed to an online registration page.

matter	and the	And in case of the
the scine the animal segmentiation in particular	a and the of a function to be the state of the scheme of t	Office first at least twice planed your infection, being
		1
Other vertices comulta with our	with due	with our
Video Consultation	Online Publicati Registration	Payment Link
CLICK DOC	(8) Medme	Pelsion
		particular and a
Present in American Inc.		
Camper Calegory Concerns and and and	And a set official set of the	
I would like to subscribe to the following:		
B Parrent Lote - D Cress Tel	and featurelies	
Live Name		
(contrared)		
forene.		
Last Hanne		
Inter Party Spinster Labor		
Enter Particul Spinore Radio June Spinore Science		
Partie Perform Separate Carlies		
Andre Frankrike September Gerlan Denke September Jackson Frankrike September Frankrike Sep		
Inder Parities - Spierrer Beise Sone Represent Berner Freise Belleten: Freid Billen		
Inde d'Antone Inglandse Garlas Same Ingenetie Inner Andräffense Andräffense		
Andrea Paperson Separation Starbar Series Separation Series Product Selections Products Information		
Bala Parline Approximation and Approximations Provide States Parlies Recta Manyolan Recta States		
Indust Hadrens Septemen Starler Jame Represent Notes And Starler Part Selection References Selection Starler		
Radio 2 Hadron - Sapintan - Sanita Jama Sapintan Baran Anal Salam Anal Salam Radio Malayatan Radio Salam Jama		
Reduct Produces Reported States Joint Reported States A not below A not below Record Report Record Report Record Record Joint Record		
Initial Partiese Systems Station Initial Systems Initial Per cara trait Nations Partiese Nations Statistics Nations Statistics Nations Statistics Statistics National Nations Statistics Sta		
Stand Papting Papanger (Carlos Jones Seguente Barcos) Presentant Stance Presentant Stance Papel Seguente Seguen		
Nation Post in a System Reads Similar System Reads Post of Star Star Post of Star S		
Interschapterschapterster Kantel James Standersterster President Hannel Resident Hannel Resident Hannel Stander St		
Need of the in-spin are facility and suggested basis France State States France State States France States Suggest France State Suggest France State Suggest France States Suggest France States Suggest Suggest France States Suggest		
Naue Contraction Neuronaum Carlos Jamas Regenera Neurone Partie State Alexandre Partie State State State Partie State		
State Andrew Angerege Action (into Angerege Action) Into Action A		
Next Processing Service And International Antonia Service And Antonia Service		

### MedEDI CPS 4.7.0

- You will now be redirected to the subscription web page.
- Review the options and pricing for each of the new features and select the features you are interested in.
- Confirm you first / last name and enter your email address.
- Under Practice Information retype your email address

- Once all information has been reviewed and entered click on 'Submit' on the bottom of the page.
- You will now receive an email in your inbox confirming your subscription and what's next.

# Remember that after you have registered you will receive an email from MEDEDI where you would need to register with our payment partner Nexion.

4. After completing the registration form, the user can return to the Link2Pay Management screen and can see the registration for Link2Pay has now started and is in a pending state. The status will reflect as pending while the practice completes the application form that was emailed - this form can also be downloaded manually from "https://www.nexion.co.za/resource/registration-application" the application form and FICA documents needs to be completed and then sent back to Nexion at registrations@Nexion.co.za

	Open Remmitances		
Choose an Option	My Link2Pay STATUS : PENDING		
	REGISTRATION DATE : 2020-08-12 15:13:52		
	Link2Pay Transactions		
	Patient Name	Date Generated	

- 5. Nexion will contact your Practice and assist you in completing any information still required. Nexion will then complete the registration for you by registering you at the various banking Authorities. Once a Merchant Id is obtained Nexion will then activate the practice.
- 6. After you have been activated you will receive a confirmation email and when you enter the Link2Pay Management screen you will now see the status updated to "Active".

Pay STATUS : ACTIVE		
ION DATE: 2020-08-12 15:17:09		
Transactions		
Patient Name	Date Generated	9
	r Transactions Patient Name	/ Transactions Patient Name Date Generated

### Using the Link2Pay service after billing a patient.

- 1. Select and open the Patient Account Info screen
- 2. View the account and the amount outstanding by the patient



3. View / Print Statement and select "Add payment link"



- 4. The "send payment link through SMS" option below "Add Payment Link" will allow you to also send the link to the patient using the account cell phone number.
- 5. To send the account holder this link, select "Add Payment Link"
- 6. The tickbox "Send Payment link through SMS" will now be enabled and by ticking the box will include the sending of the sms upon clicking "Ok".
- 7. Mail the statement to the patient with the payment link and QR code that can be used for online payment



- 8. You can also select to create a Payment link on an Account Invoice, this will create a payment link for the invoice amount only.
- 9. To start Select and open the Patient Account Info screen
- 10. Select the account you want to create an Invoice Payment link on
- 11. Select View Outstanding Bills and select the bill that the patient has an outstanding amount on. This can be seen in the right-hand column "Due".
- 12. Open the bill by double clicking it and select "Reprint Invoice".
- 13. If there is an amount due for the Patient a new pop-up box will appear and you can select to add Payment link, you will again have the option to "Send payment link through SMS" that will also send the link to the account holder cell phone number.

Payment Link Options	$\times$
Add Payment Link	
Send payment link throu	gh SMS
Ok Cance	el

- 14. To send the account holder this link, select "Add Payment Link"
- 15. The tickbox "Send Payment link through SMS" will now be enabled and by ticking the box will include the sending of the sms upon clicking "Ok"
- 16. You can create individual Payment links for each of the outstanding bills on Invoices or create one payment link for the total patient liable amount on the account using the Payment link on statements.
- 17. Patient makes the payment

When the patient opens the PDF statement from their email, they will see the account statement with the amount owing and a QR code and weblink at the bottom of the page.

The QR code can be scanned by a smart phone camera or QR code scanning app. When scanned it will open up the payment portal with payment options for the patient to make payment.

\*If the patient clicks the weblink it will also open up the payment portal to make payment.

	For	Electronic Funds T	ransfer, please us	e the following Ban	k Details:	
test, t M/	sī	Acc No.	8 Due. F	t 343.20 An	nt Remit. R	
	Paymont Link:	https://wellch.nesion.co.	za/ordine_payments/unline	.payments.php?guid=509685	0A-C288-C627-30AB-IT3	CAL CAN BLD
E REALINES	Clicking on the paym	ent link or scanning the QR	code with your phone ca	Vierreg merses	using payment methods	below:

18. On the Payment portal the patient is presented with payment options available to make payment.

	CGMSA-PROD1
TRANSACTION DETAILS	SELECT PAYMENT OPTION
AMOUNT : R1.25 TRANSACTION DEF . 072-2546317 /0/ 2020-08-11 10-11-	MOBILE APP PAYMENT
MERDER REF : 0 TEST?, A MAST WEB REF : 59201	3D SECURE ONLINE CARD PAYMENT
STATEMENT For Account Number 8 Zapper *	inapScan et mosterposs Vitilitio HaterCard. Fy Visa Tota E Constant

18.1. If the patient selects "mobile app payment" then they can choose if they want to make the payment via Snapscan, Zapper or Masterpass.

	SELECT PAYMENT OPTION	
ANTACTION OF THE	🕑 SnapScan	CT DAVAGENT ODTION
NORT : 81.25	zapper	MOBILE APP PAYMENT
RANSACTION REF : STA-2546317 /0/ 2020-0 HINNER REF : N TEST?, A MANT GER REF : 58701	e masterpass	URE ONLINE CARD PAYMENT
DESCRIPTION	CANCEL	
STATEMENT For Account Number 8		

18.2. When they select the option, they will be presented with a QR code for that payment application (see Snapscan example below).

The patient can also click directly on the QR code to prepare the payment in the payment app (as an alternative to scanning the QR code).



18.3. Once the patient has completed the payment via their payment app (e.g., Snapscan) the payment portal will reflect that the payment was successful and provide the patient the opportunity to view and print the payment receipt.

ONLIN	E PAYMENTS FOR CGMSA-PROD1 revelue: Reviou
TRANSACTION DETAILS MNCONT : 81.25 TRANSACTION FEF : 97A-356537 /8/ 2020-08-13 10:11:21 NOMER REF : 6 TEXT7, A MART MED FEF : 55201	
DESCRIPTION STATEMENT For Account Number 8	TRANSACTION COMPLETE VIEW RECEIPT
zapper • • Snap	Scan masterpass Visitio
© Copyright	Nexion SA 2020. All Rights Reserved

19. The other payment option the patient can make is to pay via "3D secure online card payment"

TRANSACTION DETAILS		SE	ELECT PAYMENT OPTION
AMOUNT : R1.25 TRANSACTION REF : STA-2546317 /8/ 2020-08-	-11 10:11:21		MOBILE APP PAYMENT
MEMBER REF : 8 TEST7, A MAST WEB REF : 58201	- 299 ( 56 ( 200) ( 200	3D SE	CURE ONLINE CARD PAYMENT
STATEMENT For Account Number 8			
zapper	SnapScan	() masterpass	VERIFIED MasterCard

20. When the patient chooses "3D secure online card payment" to make the payment then they will be presented with a screen where they can enter their Card details to complete the payment.

21. Once the patient has completed the payment on 3D secure online card payment, they will also see the successful payment screen and again be able to view/print the receipt.

	T 3D Secure Transaction
Secu	re Payment
Merchant	Nexion 3D Secure - Online Payment
Retrieval Reference Number	110820090038
Transaction Type	Card Authentication
Amount	ZAR1.25
Account Type	EFT Credit Web
Card Number	
Expiration Date	August V 2020 V
Card Verification Number	TO A LUTCH L
Budget Period (months)	none v
Sector Sector Sector Contra	Cancel O Continue C

22. Patients also now have the new option on the Nexion Payment Portal to Finance their bill when it exceeds R1000.00. they will be shown a new button on the Payment Portal where they can click on and apply for Instant Medical Finance through Medifin.

TRANSACTION DETAILS	SELECT PAYMENT OPTION
AMOUNT : R1,518.10	MOBILE APP PAYMENT
MEMBER REF : 1 HAVENGA, J MR MEMBER REF : 1 HAVENGA, J MR	3D SECURE ONLINE CARD PAYMENT
	QUOTE FOR INSTANT FINANCING
DESCRIPTION	
INVOICE For Bill Number 128	
WEDIFIN zapper (*) SnapScan	masterpass VERIFIED Maxword (2010) Constant (2
NSTANT FINANCING Zapper 🕑 SnapScan	🌒 masterpass 🛛 🖉 Kilfled KasserCard. 🤤 💽 😨 💽
REDIFIN NSTANT FINANCING FINANCE	masterpass VERIFIED Maxarcant. (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)
INSTANT FINANCING TENANCING TENANCE TENANCE TENANCE TENANCE TENANCE TENANCE TENANCE TENANCE	en masterpass VERIFIED MasserCard. WISA Securit Card. WISA Secur
REFERENCE SnapScan FINANCE FINANCE OF A DOLLAR AND	masterpass VERIFIED MasterCard WITH MASS WITH MASS W
EINANCING EINANCE EINANCE or an obligation-free loan quotation, have the following ready: • Valid South African ID number • Access to internet banking: or • The neuronal content internet in the followers	masterpass VERIFIED MAXAMENT () () () () () () () () () () () () ()
EINANCING EINANCING EINANCE EINANCE CONTRACTOR OF AN OFFICIAL	masterpass VERIFIED IssuerCard by VISA IssuerCard INTER INTER INTER INTERIOR

## Checking the status of the payment link

1. The user can navigate to the "Record/Allocate Payments" page, then selects "Link2Pay Management"

Record / Allocade Payments Second / Allocade Payments   Consea inform Ref. Rec. Consea Second / S	O UNK2PAY4 MedE	DI CPS v4.5.0											×
Contract of the local dial in the local dial dial dial dial dial dial dial di				Reco	ord / Allocate	e Payments							
Rect Dense at Option Rect Action Dense Table   Recard Dense Action Rect Action   Recard Dense Action   Recard Dense Action   Ver production   Ver production   Like Action	Con	Open Remittances											-
Rest Board Typer	Choose an Option		Ref. No.	Created		Batch Date		Source / Description	Check Total		Batch Total		
Recry Michael All Recry Michael All Recry Michael All Regression Ware John Parle Lus2797 Biosphere	Decent Defined Decent												
Terdi Auronalia Terdi Auronalia Tergena	Record Medical Aid												
Registance Control Con	Bemittance												
Ver / htt Regitations Verse Spreads Verse Prive Bis Amage State St	Record Credit Journal												
Ver geskusti Ver geskusti Ver geskusti Likity Research	View / Print Remittances												
Tyreining Tyrein	View gnallocated	1											
Bin I I I I I I I I I I I I I I I I I I I	Payments View Over Paid												
	Bills												
	Link2Pay Management												
■ BM													
■ 201													
● Box													
■ 204													
■ BAA													
● Env													
▲ 50×													
ten and a second s													
	di tan												
	Ext.				_				_	0.60			3
Support number 0861 633 334	Dia .						_			Su	pport number 03	61 633 33	

2. They can then see the history of payment links sent to the patients and if the patient payment was successful.

Link2Pay Management       Concerter Option     Departmentations       ACTIVATION DATE: 2020-06.07 15 00:31     MEGISTRATION DATE: 2020-06.07 15 00:31       ACTIVATION DATE: 2020-06.07 15 00:55     MEGISTRATION DATE: 2020-06.07 15 00:55       Marcine     Image: Concerter Option       Method Date: 2020-06.07 15 00:55     STA-554017 // 2020-06.07 15 201       Marcine     Image: Concerter Option       Marcine     Image: Concerter Option <			E : 2928-08-07 15:02:31	REGISTRATION DATI	Link2Pa	1	Open Remmitances My Link2Pay STATUS : ACTM							
Modese an Option     My Links/Prog STATUS 1.ACTIVE     REGISTRATION DATE : 2020-06-07 15:02:31       ACTIVATION DATE : 2020-06-07 15:04:50     ACTIVATION DATE : 2020-06-07 15:04:50     State Program StateProgramState Program State Program StateProgram State Pro			E : 2020-08-07 15.02.31	REGISTRATION DATI		E	My Link2Pay STATUS : ACTM							
Activation barts 2020-06.07 115 04 50       Meet Name     Date Generated     Reference     The Shirty     Amount     Dates       4 TST15, A MA     2020-06-07 156 55     ST1-246107 70 2020-06-07 158 27     MICED     1.25     SUCCESSFUL       7 TST16, A MAST     2020-06-17 156 56     ST1-246107 70 2020-06-17 158 21     MICED     1.25     SUCCESSFUL       7 TST16, A MAST     2020-06-11 10 11 05     ST1-246107 70 2020-06-11 10 11 21     MICED     1.25     SUCCESSFUL       8 TST7, A MAST     2020-06-11 10 11 05     ST1-246017 70 2020-06-11 10 11 21     MICED     1.25     SUCCESSFUL						n My Link2Pay STATUS : ACTIVE REGISTRATION DATE : 2020-00-07 15 02:31								
Link Synthy     Data Generated     Reference     Theil Party     Amount     Status       # UST A. WIR     2020-66-07 150 65     5174-2544377 #2020-66-07 151 229     MCDD     1.25     SUCCESSFUL       7 USTR. A WART     2020-66-07 151 30 65     5174-2544377 #2020-66-07 151 229     MCDD     1.26     SUCCESSFUL       7 USTR. A WART     2020-66-07 151 30 65     5174-2544177 #2020-66-07 151 229     MCDD     1.22     SUCCESSFUL       7 USTR. A WART     2020-66-11 10 11 65     5174-2544177 #2020-66-11 10 1121     MCDD     1.22     SUCCESSFUL       7 USTR. A WART     2020-66-11 10 11 65     5174-2544177 #2020-66-11 10 1121     MCDD     1.25     SUCCESSFUL						7 15:04:50	ACTIVATION DATE: 2020-06-07 15:04:50							
Patient taxes     Data Generated     Pathence     Ther Pary     Amount     Data       6 TESTA, ARR     2026-04/07 150:055     STA-244017 //2020-04/07 151:29     MICED     1.25     SUCCESSFUL       7 TESTA, ARAST     2026-04/07 150:055     STA-244017 //2020-04/07 151:29     MICED     1.23     SUCCESSFUL       7 TESTA, ARAST     2026-04/07 150:065     STA-244017 //2020-04/07 151:29     MICED     1.23     SUCCESSFUL       7 TESTA, ARAST     2026-04/11 150:065     STA-244017 //2020-04/07 150:08:10     MICED     1.23     SUCCESSFUL       8 TEST7, A MAST     2026-04/11 151:08     STA-244017 //2020-04/11 151:08:10     MICED     1.25     SUCCESSFUL							Link2Pay Transactions							
6 TESTS, A MR 2020-64-07 15 09:55 (37.4.246417/17.2020-66-71 15 0.29 MIDED) 1.25 SUCCESSFU. 7 TESTA, A MAST 2020-64-07 15 09:65 (37.4.246417/17.2020-66-71 6.0.51 MIDED) 1.23 SUCCESSFU. 7 TESTA, A MAST 2020-66-11 90:105 (37.4.246417/17.2020-66-11 90:102 MIDED) 1.23 SUCCESSFU. 8 TEST7, A MAST 2020-66-11 90:105 (37.4.246417/17.2020-66-11 91:121 MIDED) 1.25 SUCCESSFU.	Description	Status	Amount	Third Party	Reference	Date Generated	Patient Name							
7 11578, A MAST 2020-640-7153.055 57.4.25461777.2020-662-7154.051 MIDEON 1.23 SUCCESSFUL 77 51578, A MAST 2020-661-194545 57.4.2546177.7.2020-662-7154.051 MIDEON 1.23 SUCCESSFUL 8 11577, A MAST 2020-66-11161-155 57.4.2546177.8/2020-66-11181-121 MIDEON 1.25 SUCCESSFUL 8 11577, A MAST 2020-66-11161-155 57.4.2546177.8/2020-66-11181-121 MIDEON 1.25 SUCCESSFUL	STATEMENT For Account Number 6	SUCCESSFUL	1.25		STA-2546317 /6/ 2020-08-07 15:12:39	2020-08-07 15:06:55	6 TEST5, A MR							
1121 6. 6661 0.000 1107 6728 0.000 001107 6729 0.000 1109 (21) MICEO 1.22 0000001109 (21) MICEO 1.25 000005994 8 11577, A MAGT 2020-66-11 101105 5154-3546317 8/2020-66-11 101121 MICEO 1.25 500005994.	STATEMENT For Account Number 7	SUCCESSFUL	123		STA-2546317 /7/ 2020-08-07 15:43:51	2020-08-07 15:38:05	7 TESTE, A MAST							
p nami, w water and a superson of the superson	STATEMENT For Account Number 7	SUCCESSFUL	123		51A-2546317 /7/ 2020-06-11 09:50:12	2020-05-11 09:49:55	A TESTE A MAST							
	STATEMENT For Account Number 6	SUCCESSFUL	1.25		a18-2546317 /872820-08-11 10:11:21	2020-00-11 10:11:05	0 IEST/, A MAST							
ĝ po														

- 3. By double clicking on the payment link the user has the option to cancel a payment link. This is useful if the patient decides to pay with some other method i.e.: EFT / Cash / Direct Deposit etc.
- 4. By cancelling the payment link, the patient can't pay the amount twice by mistake.



# Allocating payments made by Patients using the Link2Pay Payment Link

1. The user will see a notification on the main menu screen to inform them that a patient has completed a payment from a payment link.

00 LINK2PAY4 MedED	DI CPS v4.5.0		<b>∉</b> Yo	u are screen sharing 🛛 👩 🗖 Sto	p Share	- 0	J X
			Main	Menu			RYAN
CGM Sentime	Notifications						
	Date	Priority		Description			_
Choose an Option	11 Aug 2020 2:39 PM	<b>9</b> 2		An Online payment has been rec	eived for account 8 to the val	ue of R2.4	
Bill / Debit	11 Aug 2020 2:38 PM	9 2		Collect Payment from MAST A TE	EST7 (Acc: 8)		
Patient(s)	11 Aug 2020 10:10 AM	9 2		Collect Payment from MAST A TE	EST7 (Acc: 8)		
Denned / Allerente	7 Aug 2020 3:43 PM	• 2		Collect Payment from MAST A TE	EST6 (Acc: 7)		
Payments	7 Aug 2020 3:11 PM	• 2		Collect Payment from MR A TEST	'5 (Acc: 6)		
	1						
Register							
How Langue							
View / Change							
Patient Details	8						
View							
Account into							
View / Print							
Reports							
Unsent <u>I</u> tems							
	1						
				C1			
				L	ICKYDUC		
			$\omega \times \omega$	CGM/s to	lamadicina solution	Integrate your Paym	nents
				CUCKDO			9
				CONSUL	TATION	Samute © RCS Zapper 285	•
				Free for 3	months from 1 April		
						•	
Exit						Support number 086	1 633 334 15
					_	Support number 000	1000004 05
비 오 배	📙 LINK2. 🬔 晃 Outlo	ok 🐼 Snip & 🧿 🚾 Word !	💶 Excel 🛛 💁 AnyDe_ 🏮	Post A. 👩 Zoom 📧 00 LIN.	. 慮 Task M 🔉 😰 🛛	그 🔁 🛃 🔤 📑 📲 🍓 📼 🌾 다) 🚳 2020/08,	/11 22

2. The user double clicks on the payment notification to open the payment receipt screen.

O LINK2PAY4 MedEl	DI CPS v4.5.0		You are screen sharing	- 0 X
			Main Menu	
CGM Services	Notifications			
	Date	Priority	Description	
Choose an Option	11 Aug 2020 2:39 PM	<b>0</b> 2	An Online payment has been received for account 8 to the value of R2.	4
	11 Aug 2020 2:38 PM	0 2	Collect Payment from MAST A TEST7 (Acc: 8)	
Bill / Debit	11 Aug 2020 10:10 AM	<b>9</b> 2	Collect Payment from MAST A TEST7 (Acc: 8)	
Penetiti(a)	7 Aug 2020 3:43 PM	0 2	Collect Payment from MAST A TEST6 (Acc: 7)	
Record / Allocate Payments	7 Aug 2020 3:11 PM	0 2	Collect Payment from MR A TEST5 (Acc: 6)	
Register <u>N</u> ew Patient				
View / Change Patient Details				
View Account Info				
View / Print Reports				
Unsent Items		Bill Payment Details	×	
	2			
		Online Payme	240	
		Chine Payne		
		Account Liable Balance	Bill Balance	
		Post Balance Environment Claim Responses	Arint Invoice Print Statement Statement	
				Integrate your Payments
			CGM's telemedicine solution	nexion 😄 🚥 🗤 🖉
			CLICKDOC VIDEO	Binnin ØRCS 2000F
			CONSULIATION	-
			Free for 3 months from 1 April	
	1.			
Ext				Support number 0861 633 334 🛞
п о н		🖓 Sain & 👩 🐙 Ward 📰 Event 🔼	AnuDa 👩 Post A 🕞 Zoom 🔚 00 LIN 🦾 Task M 🗛 💌 🗏 🗖	N 🗩 🖬 📕 🧟 🗊 🌾 (h) 🙉 15:26 📰
- 72 H	Cunce Control	Wild Die Excel		2020/08/11 22

3. The user confirms the amount and selects "Post Balance to Account" they then confirm the payment receipt.

00 LINK2PAY4 MedEC	II CPS v4.5.0			6	You are screen sharing	🔵 🗏 Stop S	Share	— 6	3 X
					Main Menu				RYAN
CGM Sentime	Notifications								
	Date		Priority		Description				
Choose an Option	11 Aug 2020 2:39 PM		<mark>9</mark> 2		An Online payme	nt has been receiv	ved for account 8 to the valu	ue of R2.4	
Bill / Dabit	11 Aug 2020 2:38 PM		0 2		Collect Payment f	from MAST A TEST	[7 (Acc: 8)		
Patient(s)	11 Aug 2020 10:10 AM		0 2		Collect Payment f	from MAST A TEST	[7 (Acc: 8)		
Decent / Alloweds	7 Aug 2020 3:43 PM		0 2		Collect Payment 1	from MAST A TEST	F6 (Acc: 7)		
Payments	7 Aug 2020 3:11 PM		0 2		Collect Payment 1	from MR A TEST5 (	(Acc: 6)		
Register Now Dationt									
<u>n</u> ew Fauent									
View / Change									
Fatient Details									
View				Payment Receipt		×			
Account into									
View / Print				Receipt					
Reports				Receipt Number	Date 11/08/2020	-			
Unsent Items									
				2	k <u>C</u> ancel				
						_			
						01.10			
						LLIU	LKYDUL		
				$(0) \times 2$		CONSTITUTIO	and the second states	Integrate your Paym	ents
						CLICKDOC			1
						CONSULTA	TION	Brusie ØRCS Zäpper 1922	
						Free for 3 m	nonths from 1 April		
	4			E CHINE					
Exit	EI & m &							Support ourshar 000	1 633 334
						_		Support number 000	10000034 (5)
I A H	📙 LINK2 🬔	🔁 Outlook 🛛 🐼 Snip &	💿 🚾 Word	🗴 Excel 🛛 🔗 AnyDe	💿 Post A 🍞 Zoom	📧 00 LIN	🚵 Task M 🔕 😰 📃	] 🚾 🛃 🔤 🥶 📮 💰 📼 🌈 🕪 🦓	11 22
				the second se			and the second se	2020/08/	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

#### **Important Note:**

- 4. Before you click ok on the Receipt, **it's important to remember that this will cancel all the account Payment links for both statements and Invoices**, please recreate any Links that you require for any additional amounts still outstanding for the patient.
- 5. We will in a future update allow for the cancellation of only the affected Payment Links on an account by Cancelling only the Statement Payment link and the Paid Invoice Payment Link, this will then allow the existing Payment Links on other outstanding Invoices to be retained.
- 6. Once you have selected Ok on the Receipt it will move you to the Allocation Screen.
- 7. The user then allocates the payment to the outstanding amounts in the Allocate Credit screen and selects Accept Changes

00 LINK2PAY4 MedED	I CPS v4.5.0					You are screen sharin	19 Ø 🖬 St	op Share			-	٥	×
( martin	Allocate Gredit												576
	Allocation Deta	ule Leve											
Choose an Option	Credit Amount	lite	2.40	Unallocated	2.40	Tetal	Inalite	240		Available Funds	0.00		
and descent Channes	Outstanding Bil	line.										_	
A Uccabi combia	Date		Inv No Code	Desc	Patient	Chg	Gutat	Aloc	WO	Med Aid	Pat Due	Bal	and a
🗱 Discard Changes	11/08/20	16	0190	NEW AND ESTABLISHED PA	MAST A TEST7	1.25	1.25	1.25		0.00	0.00		0.00
3	11.08/20	17	0150	NEW AND ESTABLISHED PA	MAST A TEST7	1.15	1.15	1.15		3.46	0.09		0.06

\* The account outstanding amount is now settled.

\*Please also remember to check the daily report Nexion will email you with successful transactions for the day.