

RevolutionEHR introduces **RevPay**, an **integrated payment processor**

## Receive Payment Processing

▶ There are **no changes** to the current receive payment workflow. If RevPay is enabled at the Location selected in the Receive Payments screen and **Credit Card is selected as the Payment Method**, there will potentially be **two options**:

### 1. Reader: card is present

Reader Manual

Select **Reader** and **click Apply Payment** to open the modal. Choose a device from the dropdown, then **click Charge** to activate the reader.

#### Card Reader

Select Device

Square Chip Reader

Save for my next payment

CANCEL CHARGE

### 2. Manual: card is not present or card is on file

Reader Manual

Select **Manual** and **click Apply Payment** to open the modal. Enter card information or select a card on file and **click Pay**.

**Note:** If a credit card has already been processed through the terminal, selecting 'Apply payment without processing card' at the bottom left of the modal will only post the payment in RevolutionEHR and not charge the credit card

#### Saved Payment Methods

\*\*\*\*5241 DEFAULT VISA  
Expires 08/27  
PAY \$25.75

#### More Payment Options

Add New Card MasterCard VISA

## Save Card on File

▶ There are **three methods to save credit cards on file**.

1. Select the **'Save for my next payment'** check box when entering a new card
2. Select the **'Save for my next payment'** check box when selecting a card reader
3. **Add a credit card** in patient file under **'Account.'** (see below)

Save for my next payment

▶ **Permissions** to save and manage credit cards is located in **Admin** under **Employee/Roles > User Roles > Patient Module**

- View Saved Cards
- Manage Saved Cards

▶ **Add and delete all saved cards** in the patient file under **Account > Saved Cards** (see below)

**Account** + Patient Invoice + Insurance Invoice

<b>Patient Balance</b> \$989.00	<b>Insurance Balance</b> \$499.25	<b>Collections Balance</b> \$0.00	\$100.00 Available Credit
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Receive Payment Transfer Credit Adhoc Credit Refund

Invoices Payment History Refund History Credit History Statement History Saved Cards 1

+ Add

Type	Expiration
Visa ending in 0001	03/2030