



7. Click Next to continue to the Copay form.

Enc form number: 42334 Copy due: 3/31  
 Copay type: Copay paid: 0.00  
 Payment source: Reference:  
 Referral: Referral source: REFERRING, NOT REC  
 Patient class: Outpatient  
 Assigned Hospital Account: Change Hospital Account  
 Hospital Account: Prague,Jim [2000354405] Non-recruiting  
 Guarantor Account: PIF - Prague,Jim [30581]  
 Hospital Account Status: Open  
 Coverages for Hospital Account  

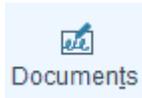
| FD  | Payor              | Plan/Group         | Subs Name   | Subs ID   | Ver Stat |
|-----|--------------------|--------------------|-------------|-----------|----------|
| 1 1 | BLUE CROSS BLUE SH | BLUE CROSS HMO POS | PRAGUE, JIM | 669325874 | Verified |

 Use Default  Do not bill insurance Copy Info Org Scan Add Org Remove

8. Click Options form and notice the Print Options section.

a. You can print additional labels and receipts in the options form

9. If the patient needs to sign a HIPAA form and have his Photo ID scanned. Click Documents button on the Check In toolbar, then update the following:



a. If you have an E-Signature pad, click E-Sign, or type Received in the status column and press Tab, the date received will appear.

| Type of Document    | Description | Status        | Date Received |
|---------------------|-------------|---------------|---------------|
| HIPAA Notice of Pri |             | Received [10] | 3/30/2017     |

b. Enter ID Reviewed in the status column of the Photo ID row.

|                    |  |                  |           |
|--------------------|--|------------------|-----------|
| Research Permissio |  |                  |           |
| Photo ID           |  | ID Reviewed [10] | 11/7/2018 |
| Missinn PCP Insura |  |                  |           |

c. Click the X in the top right of the activity to close the Documents activity.

10. Click Accept to complete the patient's check in

a. You may be prompted to sign the patient up for a Partners Patient gateway Account.

Patient Gateway Signup

How would this patient like to receive Patient Gateway signup information?

Send Email Ask Later Patient Declined Open Proxy Access