RECEIPT REPRINT TIP SHEET

1. You can go to the appointment desk, click on the PAST tab to see past appointments, select the appointment where you collected the co-pay and check that patient out again. When you click CONTINUE TO CHECK OUT you can select how many receipts you want to print from the OPTIONS tab. See screen shot.

ndo	ECP	Beg	Follow Up	Claim Info	Charges	Referrals	MSPQ	Documents	Acct/Cyg I	CDIABN	New Recall	Copay Rfd
PHYS Den Cop Opt Rec Ord	CAL nographics ay ions alls ers	Det	- Requeste	d Charts	CENTRA	regenus		Do Demand P Enc forms: Face sheets: Demand bills: Flash cards:	rint	Visit Rece Rem Cont	labels: ipts: inder: rol sheets:	

2. In the upper right corner of EPIC you have a search box. In that search box type RECEIPT REPRINT



Identify the patient and then clcik reprint on the lower right side of the screen. REMEMBER you cannot REPRINT a receipt that you have never printed the first time. This process is only used if you are already printed the receipt the first time.

Receipt Reprint												
Restrictions												
Show current user o	nly		✓ Patient:			Q						
Receipt da <u>t</u> e:	4/23/2019 📩 - 4/23/201	9 苗	Guarantor:	٩								
Department:	MRP FAMILY MED FRKLN [204300	10030002 🔎			Re <u>f</u> resh							
Receipts												
▲ Receipt # User	Department	Date MF	RN Patient	Guarantor	Provider		Amount					

I have closed this ticket however, if you want me to walk you through any of this or if you have any questions please let me know by responding to this ticket.

Thank you!

Yajaira L. Paulino

Yajaira L. Paulino | Revenue Cycle Business Analyst PARTNERS HEALTHCARE Partners Community Physicians Organization 399 Revolution Drive, STE 1010 Somerville, MA 02145 Mobile: 857-636-8855 | Fax: 781-795-1598

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