Split Payments

Outstanding Tasks

Schedule

Financial

Financial Dashboard

Fee Estimates

Invoices

Payments & Refunds

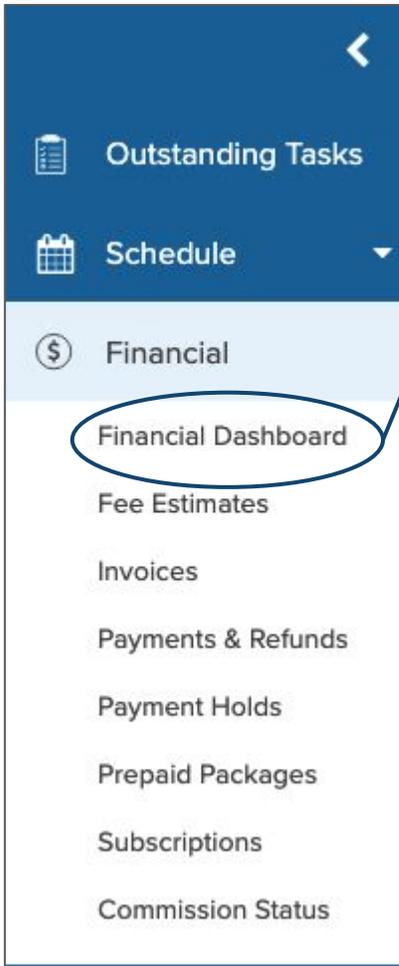Payment Holds

Prepaid Packages

Subscriptions

Commission Status

Step 1: Click "Financial Dashboard," which is located on the left side of scheduler

Select a patient:

Alex Karev, DOB: 01/01/1994

● Standard Payment ○ Split Payment

Total Account Balance
$1,000.00

Total Available Credit
$0.00

Step 2: Click "Split Payment." This feature will allow you apply several payment methods in one screen

Step 3: Select multiple payments that your patient wishes to pay

Add Payment Method(s)

Cash #1 X   Check #1 X

American Express #1 X

Date

06/12/2019 3:39 pm

Payment Notes

Selected Payments Methods Total Charged: **$0.00**

Cash #1 $ 0.00   Start Terminal / Collect Funds

Check #1 $ 0.00   Check #   Start Terminal / Collect Funds

American Express #1 $ 0.00   Last 4 digits   Start Terminal / Collect Funds

The system automatically splits up based on how many payment methods are. If you change one of the amounts, the system will automatically update the other two and split into half
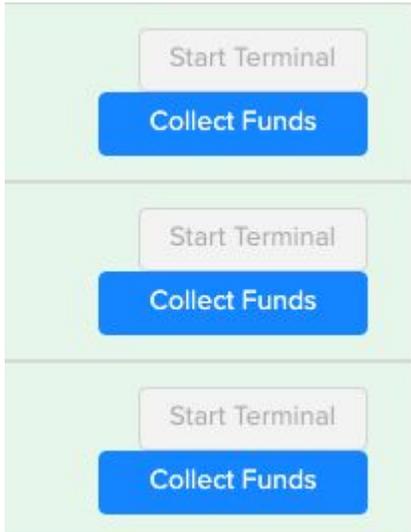
Step 4: Click "Collect Funds" each one of the payment methods

If you have 360 Payment Processor, which is an integration for our terminal, you can click "Start Terminal" and swipe each card

Selected Payments Methods			Total Charged: **$1,000.00**
Visa #1	$ 333.33	Last 4 digits	Start Terminal / Funds Collected
American Express #1	$ 333.33	Last 4 digits	Start Terminal / Funds Collected
MasterCard #1	$ 333.34	Last 4 digits	Start Terminal / Funds Collected

Apply & Close   Apply & Process Another   Close

Step 5: Once each fund is collected, click "Apply & Close " or "Apply & Process Another" at the bottom

You do not have to go back and forth each appointment to apply several payment methods!