

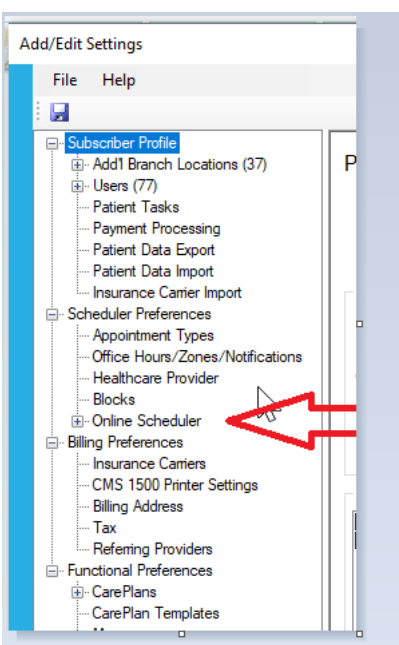
See What's New from PayDC!

Here's what's in this release (May 19, 2020)

Enhancement:

We are excited to announce our newest feature: Online Scheduling.

We have added a new menu option in Advanced Settings under the Scheduler preferences tab for the Online Scheduler Settings.



A provider customizes the scheduling page and appointment settings in the following steps.

- Customize scheduling page with a text field to define a welcome message for the office. (Limit to 500 chars)

Add/Edit Settings

File Help

Subscriber Profile

- Add1 Branch Locations (38)
- Users (77)
 - Patient Tasks
 - Payment Processing
 - Patient Data Export
 - Patient Data Import
 - Insurance Carrier Import
- Scheduler Preferences
 - Appointment Types
 - Office Hours/Zones/Notifications
 - Healthcare Provider
 - Blocks
 - Online Scheduler**
- Billing Preferences
 - Insurance Carriers
 - CMS 1500 Printer Settings

Online Scheduler

Office Welcome Text

Our modern, integrated approach combines chiropractic care, massage therapy, and posture correction to resolve your issues from every angle. Find out how we can help you live healthier.

Due to the ongoing situation with COVID-19, our office is working with reduced staff and reduced office hours.

Our office hours are:
M-F 10 AM to 2 PM EST.

You can now book appointments online here.

(Limit to 500 characters)

- Ability to send to patients the online scheduling page link, as well as embed a Booking button in your office web site. Using the Embed Link, the Office will be able to use in Email Signature, Website, Social Networking sites.

Online Scheduler Page Link:

Send this link to your clients to schedule appointments online.

<https://staging.paydc.com/schedule>

Copy

Embed Button:

Add a Booking Button directly into your own website using the code below.

```
<a href="https://staging.paydc.com/schedule" target="_blank" class="paydc-embed-button" style="background: #0850A0; color: #ffffff; padding: 8px 12px; border: 0px; -webkit-box-shadow: 0 -2px 0 rgba(0,0,0,0.15) inset;-moz-box-shadow: 0 -2px 0 rgba(0,0,0,0.15) inset;box-shadow: 0 -2px 0 rgba(0,0,0,0.15) inset;border-radius: 4px; text-decoration: none; display: inline-block;">Schedule Appointment</a>
```

Copy

Branch:

- Ability to select which branches to show in Online Scheduler.
- Branch description text field (Limit to 200 characters)

Online Scheduler - Branches

Select Branches to show in Online Scheduler

☒ Branch 2
☐ Hawaii
☐ Pequannock NJ
☐ Billing Address
☐ Southside Office
☐ Test Branch
☐ AlexTest
☐ East address
☐ Adelaide
☐ Raleigh
☐ Head Office
☐ FS 5 Location
☐ Branch Test
☐ Denise Home office
☐ USA
☐ Test Email
☐ Krishna Home office
☐ Home Box Office

Branch Name: Branch 2

Address:
ABC Street
Street Two
Chicago
AL
80512-6852

Contact:
Email: krishna.alugula@genzeon.com
Phone: (589) 454-5848

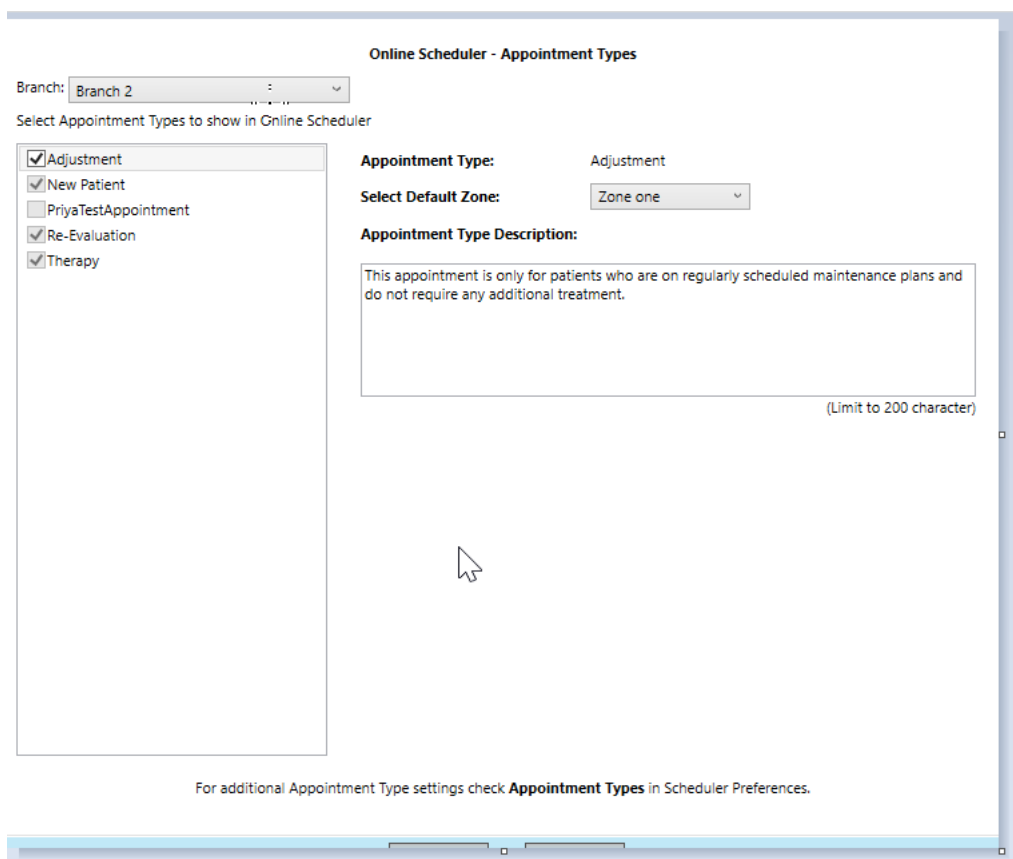
Branch Description:
Chiropractic clinic which has qualified Doctors of Chiropractic (D.C.), licensed by the State and who practices chiropractic medicine -that discipline within the healing arts which deals with the nerv

(Limit to 200 Characters)

- It will display the list of branches that have been selected to appear for scheduling the appointment types in the dropdown.

Appointment types:

- For each branch, the ability to set a default zone for each selected appointment type. This default zone is not a mandatory setting.
- Appointment type description text field



Online Scheduler - Appointment Types

Branch: Branch 2

Select Appointment Types to show in Online Scheduler

- ☒ Adjustment
- ☒ New Patient
- ☐ PriyaTestAppointment
- ☒ Re-Evaluation
- ☒ Therapy

Appointment Type: Adjustment

Select Default Zone: Zone one

Appointment Type Description:

This appointment is only for patients who are on regularly scheduled maintenance plans and do not require any additional treatment.

(Limit to 200 character)

For additional Appointment Type settings check **Appointment Types** in Scheduler Preferences.

Provider:

- At each provider level, a new text field “Provider Description” will be shown when choosing the provider while scheduling online.

Online Scheduler - Providers

Select Providers to show in Online Scheduler

☐ Chandra K	Provider Name: Pro PayDC Provider Description: Main focus is providing the highest quality chiropractic care to all patients by staying current with the most up-to-date techniques. Emphasis is on diagnosis and treatment of conditions with the most (Limit to 200 Characters)
☐ Test Provider	
☒ Pro PayDC	
☐ ViewOnly User	
☐ Debug Debug	
☐ Debug2 Debug2	
☐ Debug3 Debug3	
☐ Jane Assistant	
☐ Dan Admin	
☐ David Wenner	
☐ Donald DeFabio	

Appointment:

- Providers are given the flexibility to be able to set a daily limit of appointments per patients per day, along with a daily limit of appointments per Branch/Location.

dd/Edit Settings

File Help

Subscriber Profile

- Add1 Branch Locations (38)
- Users (77)
 - Patient Tasks
 - Payment Processing
 - Patient Data Export
 - Patient Data Import
 - Insurance Carrier Import
- Scheduler Preferences
 - Appointment Types
 - Office Hours/Zones/Notifications
 - Healthcare Provider
 - Blocks
- Online Scheduler
 - Branches
 - Appointment Types
 - Providers
 - Appointment**
 - Notifications

Online Scheduler - Appointments

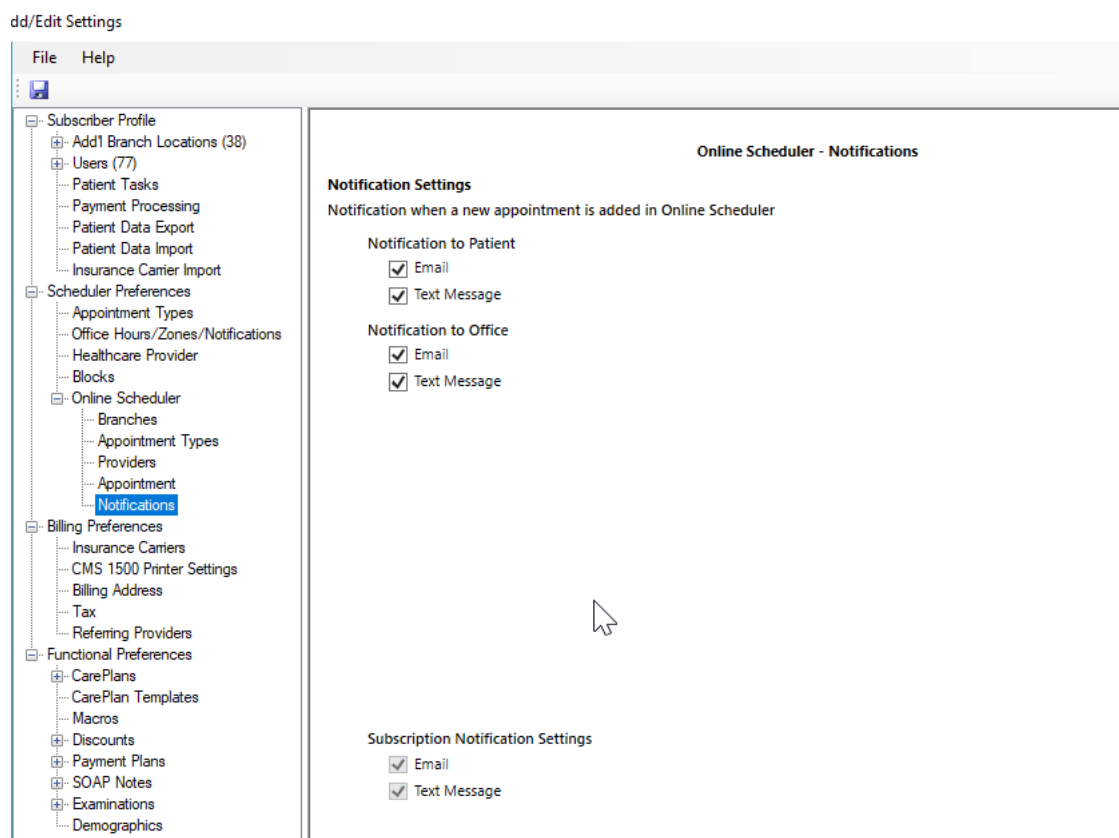
Appointment Settings

Limit of appointments for each patient per day

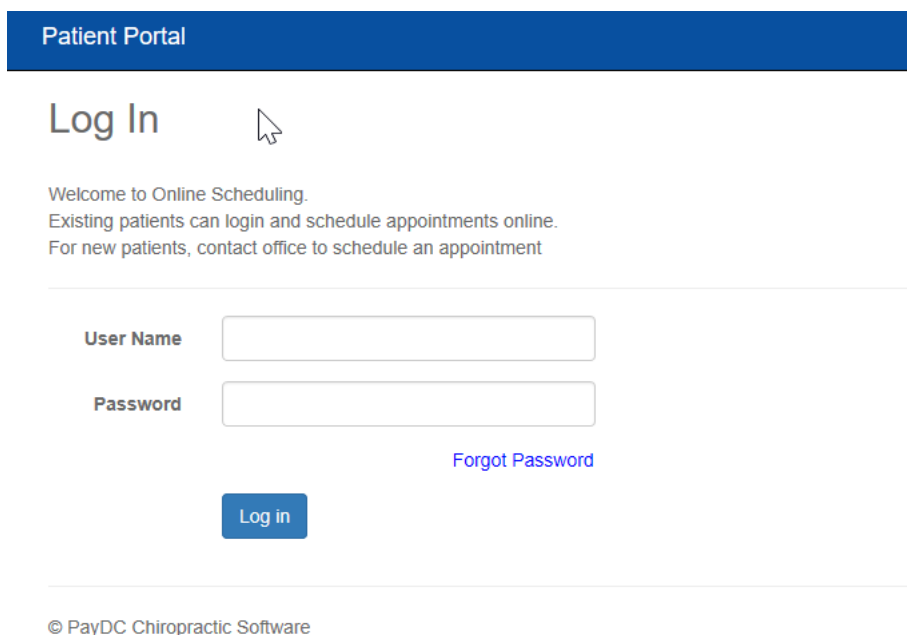
Limit of online appointments per day per branch/office

Notifications:

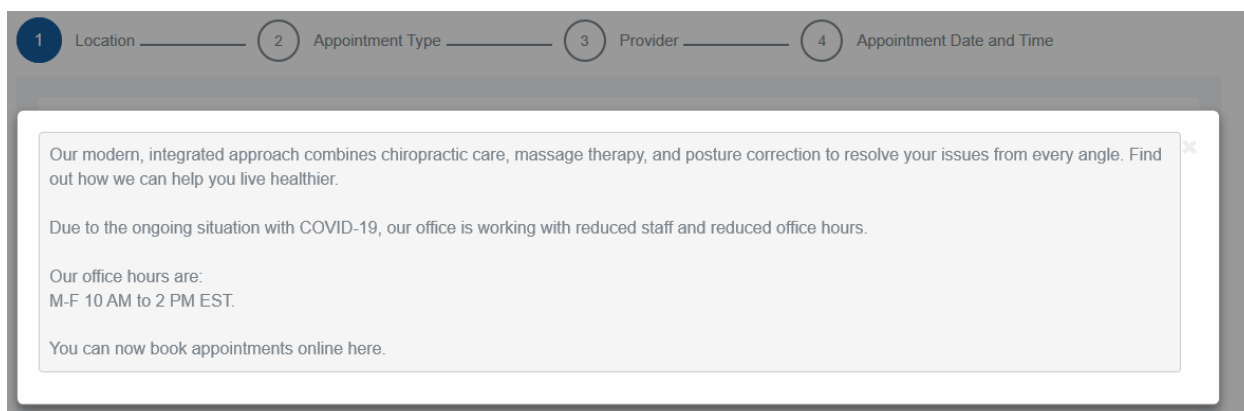
- The notification menu allows you to choose how your patients and your office receive the confirmation of the online scheduled appointment.



A patient schedules an appointment online using the link provided by your office, which takes them to the sign in page of the Patient Portal:

A screenshot of the Patient Portal Log In page. At the top is a blue header bar with the text "Patient Portal". Below this is a large "Log In" text with a mouse cursor pointing at it. Underneath is a welcome message: "Welcome to Online Scheduling. Existing patients can login and schedule appointments online. For new patients, contact office to schedule an appointment". Below the message are two input fields: "User Name" and "Password". To the right of the "Password" field is a blue link that says "Forgot Password". Below the input fields is a blue "Log in" button. At the bottom of the page is a copyright notice: "© PayDC Chiropractic Software".

After entering their email and password, successfully, your Welcome message will appear in a pop-up notification window.

A screenshot of an appointment booking interface. At the top is a navigation bar with four steps: 1. Location, 2. Appointment Type, 3. Provider, and 4. Appointment Date and Time. Below this is a large white pop-up window with a grey border and a close button (X) in the top right corner. The pop-up contains the following text: "Our modern, integrated approach combines chiropractic care, massage therapy, and posture correction to resolve your issues from every angle. Find out how we can help you live healthier." followed by "Due to the ongoing situation with COVID-19, our office is working with reduced staff and reduced office hours." Then "Our office hours are: M-F 10 AM to 2 PM EST." and finally "You can now book appointments online here."

To proceed with the scheduling of their appointment, click on the “X” in the upper right corner of the Welcome message.

1. Location: Choose the branch location.

1

Location

2

Appointment Type

3

Provider

4

Appointment Date and Time

PayDC: Staging Subscription
007 Street, Wall street
Huntingdon Valley , RI

Is a recognized and popular pain relief treatment for many types of lower back pain, sciatica, and neck pain. This article explains what patients can expect during their first chiropractic consultatio

Next >>

To proceed, click next at the bottom of the available branches.

2. Appointment Type: Choose what type of appointment they are needing to schedule.

1 Location

2 Appointment Type

3 Provider

4 Appointment Date and Time

PayDC: Staging Subscription

Adjustment (10 Minutes)

Wellness 60 Minutes

Wellness and continuing your regularly-scheduled treatment plan.

Reactivated Patient 25 Minutes

Patients who have a NEW injury (not an injury you have ever or are currently receiving care for)

Adjustment 10 Minutes

This appointment is only for patients who are on regularly scheduled maintenance plans and do not require any additional treatment.

<< Back

Next >>

They can continue to the next page to choose a provider by clicking the next button. They also have the option to go back to the previous page.

3. Choose a Provider

1 Location

2 Appointment Type

3 Provider

4 Appointment Date and Time

PayDC: Staging Subscription

Adjustment (10 Minutes)

PayDC, Pro DC

K, Chandra DPM
Main focus is providing the highest quality chiropractic care to all patients by staying current with the most up-to-date techniques. Emphasis is on diagnosis and treatment of conditions with the most

Provider, Test PHD
Main focus is providing the highest quality chiropractic care to all patients by staying current with the most up-to-date techniques. Emphasis is on diagnosis and treatment of conditions with the most

PayDC, Pro DC
Main focus is providing the highest quality chiropractic care to all patients by staying current with the most up-to-date techniques. Emphasis is on diagnosis and treatment of conditions with the most

<< Back

Next >>

4. Appointment Date and Time

1 Location _____
2 Appointment Type _____
3 Provider _____
4 Appointment Date and Time

PayDC: Staging Subscription
Adjustment (10 Minutes)
PayDC, Pro DC

All times are displayed in:
(UTC-05:00) Eastern Time (US & Canada)

May 2020

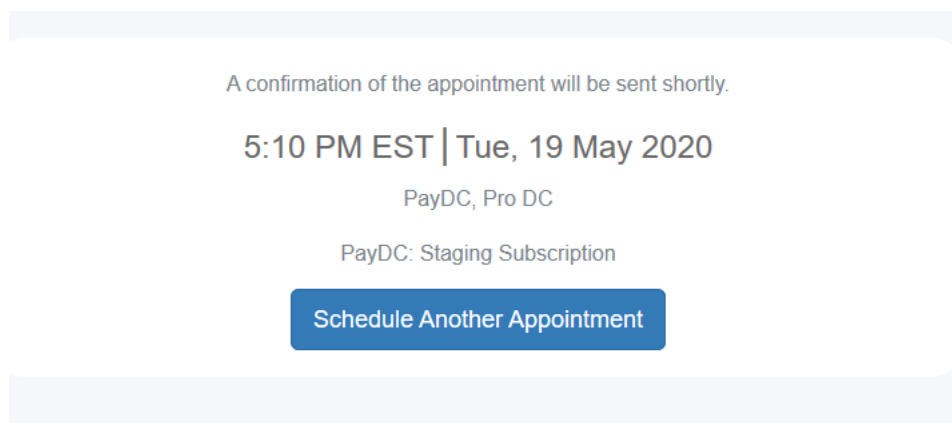
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Available start times for **Tue, May 19, 2020**

7:00 AM	7:10 AM	7:20 AM	7:30 AM
7:40 AM	7:50 AM	8:00 AM	8:10 AM
8:20 AM	8:30 AM	8:40 AM	8:50 AM
9:10 AM	9:20 AM	9:30 AM	9:40 AM
9:50 AM	10:00 AM	10:10 AM	10:20 AM
11:20 AM	11:30 AM	11:40 AM	11:50 AM
12:00 PM	12:10 PM	12:20 PM	1:00 PM
1:10 PM	1:20 PM	1:30 PM	1:40 PM
1:50 PM	2:00 PM	2:10 PM	2:20 PM
2:30 PM	2:40 PM	2:50 PM	3:40 PM
3:50 PM	4:00 PM	4:10 PM	4:20 PM
4:30 PM	4:40 PM	4:50 PM	5:00 PM

<< Back
Confirm Appointment

Once a day and time has been selected, and the Confirm appointment button has been clicked, the following confirmation will be shown:



Depending on the Notification settings selected, an email and/or text message will be sent to the patient and office, if applicable.

Additional Scheduler Enhancements:

- When hovering over the appointment, the tooltip will include a header at the top showing it was scheduled via the Online Scheduler.
- A "Scheduled by" field has been added at the bottom of the tooltip to indicate who had scheduled the appointment.

Scheduled via the Online Scheduler:

Day	Adjustment	19 Tuesday
7:00 AM		
30		
8:00 AM		
30		
9:00 AM		
30		
10:00 AM		
30		
11:00 AM		
30		
12:00 PM		
30	Branch no	Branch non
1:00 PM		
30		
2:00 PM		
30		
3:00 PM	Preethi	
30		
4:00 PM		
30		
5:00 PM		
30		
6:00 PM		
30		

This appointment has been scheduled via the Online Scheduler

Appointment Type: Adjustment

Patient: Denise Gross

Date of Birth (Age): 01/02/1965 (55 years)

Primary Phone: (570) 954-0674

Home Phone: Not available

Mobile Phone: (570) 954-0674

Email: deniseg@paydc.com

Date: Tuesday, May 19, 2020, from 5:10 PM to 5:20 PM

Provider: Pro PayDC, DC

Status: Scheduled

Primary Ins Name: BC/BS

Primary Copay: 20.00

Primary Coins: 0 %

Patient Note:

Appt Notes: Online Appointment

Account#:

Next Appointment Date:

Current Patient Balance: -\$28.39

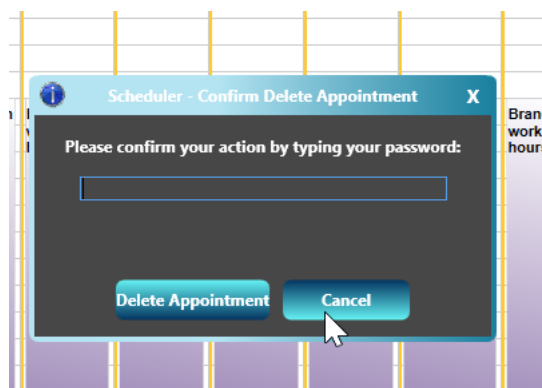
Scheduled By: Denise Gross

Scheduled via office:

[illegible]

Other Enhancements:

- Deleting appointments will now require confirmation and your password.



- We have added two new columns at the end of the Scheduler Appointment Report: "Scheduled Online" and "Scheduled by".

Appointment Report

Tuesday, May 19, 2020 24 Total: 22 Scheduled 2 Arrived

Branch	Patient	Provider	Type	Status	Time	Scheduled Online	Scheduled By
PayDC: Staging Subscription	Regression, Shiva	K, Chandra	Adjustment & Therapy	Scheduled	2:00 AM	No	Pro PayDC
PayDC: Staging Subscription	Aaron, Finch	PayDC, Pro	New Patient	Scheduled	7:00 AM	No	Pro PayDC
PayDC: Staging Subscription	Aaron, Amber	PayDC, Pro	New_patient	Scheduled	7:00 AM	No	Pro PayDC
PayDC: Staging Subscription	Aaron, Amber	PayDC, Pro	Therapy	Scheduled	7:00 AM	No	Pro PayDC
PayDC: Staging Subscription	Bear, Peaches	PayDC, Pro	Adjustment	Scheduled	7:00 AM	Yes	Peaches Bear
PayDC: Staging Subscription	Lambert, Sarah	PayDC, Pro	Therapy	Scheduled	7:00 AM	No	Pro PayDC
PayDC: Staging Subscription	Regression, Shiva	PayDC, Pro	Therapy	Scheduled	7:00 AM	No	Pro PayDC
PayDC: Staging Subscription	Gross, Denise	PayDC, Pro	Therapy	Scheduled	8:00 AM	No	Pro PayDC
PayDC: Staging Subscription	Aaron, Adrianna	PayDC, Pro	New Patient	Scheduled	9:00 AM	No	Krishna A
PayDC: Staging Subscription	Aaron, Andy	PayDC, Pro	Therapy	Scheduled	9:00 AM	No	Pro PayDC
PayDC: Staging Subscription	Abraham, Amy	PayDC, Pro	New Patient	Scheduled	9:00 AM	No	Krishna A
PayDC: Staging Subscription	Gross, Denise	PayDC, Pro	New_patient	Scheduled	9:00 AM	No	Pro PayDC
PayDC: Staging Subscription	HH, OS	PayDC, Pro	Adjustment	Scheduled	9:00 AM	Yes	OS HH

- To help prevent accidental cancellation of all scheduled appointments for a specified day, we have moved the cancel appointment button away from the print button and require confirmation and your password to cancel the appointments from the Scheduler Legacy report screen.

[Scheduler](#)

[View Calendar](#)
[Find Next Slot](#)
[Reports](#)

[Appointments Report](#)
[Legacy Report](#)
[No Future Appointments Report](#)

Legacy Report

Branch:
Patient:
Provider:

Appointment Type:
Time Range:
To:

Appointment Status:
Date Range:
To:

Find >>

Date	Time	Patient	Appointment Type	Provider	Status	☐ All
5/18/2020	12:00 AM	adress, preethi	Reactivated Patient	Pro PayDC, DC	Scheduled	☒
5/18/2020	12:00 AM	Regression, Shiva	Massage	Pro PayDC, DC	Scheduled	☐
5/18/2020	12:00 AM	Regression, Shiva	New Patient	Pro PayDC, DC	Scheduled	☐
5/18/2020	12:10 AM	Bear, Fozzie Jr	Rafa	Pro PayDC, DC	Scheduled	☐
5/18/2020	12:20 AM	Bea...		Pro PayDC, DC	Scheduled	☐
5/18/2020	1:00 AM	p. S			Scheduled	☐
5/18/2020	1:00 AM	Aar			Scheduled	☐
5/18/2020	3:30 AM	HH			Scheduled	☐
5/18/2020	3:30 AM	kon			Scheduled	☐
5/18/2020	4:00 AM	Aar			Scheduled	☐
5/18/2020	2:00 PM	Din		PM	Scheduled	☐

Total Appointments:

11

Total Scheduled:

11

Total Missed:

0

Total Arrived:

0

Total Canceled:

0

Cancel Appointments

Back

Print Appointments

Scheduler - Confirm Cancel Appointments

Please confirm your action by typing your password:

Cancel Appointments

Cancel



Thank you for trusting us as your software vendor!
PayDC/APS Development Team

Questions? You can always contact the Service Desk.

- If you are a PayDC customer, the phone number is **(888) 306-1257**; please choose option 4 for Service Desk.
- If you are an Advanced Provider Solutions customer, the phone number is **(855) 283-4940**; please choose option 4 for Service Desk.
- If you would like to contact the Service Desk via **e-mail**, please use the [Contact Us form on our website](#). Please note: the Contact Us form is now secure, so you can include PHI in your description.