



See What's New from PayDC!

Here's what's in this Release (January 28, 2022)

Improvements:

1. Added a Fax Number field to Insurance Carriers in Advanced Settings and Patient Account screen.

Add/Edit Settings

File Help

Subscriber Profile
Add1 Branch Locations (48)
Users (94)
Patient Tasks
Payment Processing
Patient Data Export
Patient Data Import
Insurance Carrier Import
Review Wave
Scheduler Preferences
Appointment Types
Office Hours/Zones/Notifications
Healthcare Provider
Blocks
Online Scheduler
Billing Preferences
Insurance Carriers
CMS 1500 Printer Settings
Billing Address
Tax
Referring Providers
Functional Preferences
CarePlans
CarePlan Templates
Macros
Discounts
Payment Plans
SOAP Notes
Examinations
Demographics

Insurance Carriers

Include Carrier ☐ USE ICD-10

Include	Carrier	USE ICD-10
☒	1111	☒
☒	1234	☐
☒	165151	☒
☒	2016-09-28 ICD10 a	☐
☒	2016-09-28 ICD9 a	☐
☐	a	☐
☒	aaa-Himaja	☒
☒	ABC	☒
☒	ABC Insurance	☒
☒	ABC Insurance	☒

Address Line 1: AddressLine1
Address Line 2: AddressLine2
City: City
State: AL
Zip: 87686 - 6868
Phone Number: (234) 5456464
Fax Number: (342) 8768768
Coverage Type: Other
Identifier To Use For Box 33: National Provider Identif
Identifier To Use For Box 25: ☒ FedTaxID ☐ SSN
☐ Accepts Electronic Claims through EClaims?
EClaims Paper ID:

Accept Assignment: ☒ Yes ☐ No
Accept Attachment: ☐ Yes ☒ No
☐ Include Billing provider Taxonomy
Use ICD-10: ☒ Yes ☐ No
ICD10 Start Date: 4/12/2021 15
☐ Use Qualifier 431 as Default For Box 14
☐ Use Provider's Identifiers For Box 32
☐ Use Provider's Identifiers For Box 33
☐ Generate Individual Claims (Prefix 0002 to Box 31)
☐ Keep Box 24J Blank

Add New Carrier

Save Close

Update Patient

File Help

PATIENT: A. Krishna T "Krish" 01/31/1980 (007)
Patient ID: 19556 ☒ Active Today's Date: 01/25/2022

Insurance Details

Self Pay Carriers

Carrier Name	Is Primary	Is Secondary
ANDREA LOGAN INS CO	☒	☐
AETNA	☐	☒
ABC Insurance	☐	☐
TEST BY KA	☐	☐
Auto Post1	☐	☐

Carrier Name: AETNA Hide Details Participate with carrier: ☒ Yes ☐ No

Address Line 1: texas City: newyork
Address Line 2: califorina State: CA
Zip: 27559 - Phone Number: (785) 5555555
Fax Number: (121) 2121212

Patient Relationship to the insured: ☐ Self ☐ Spouse ☒ Child ☐ Other ☒ Release information to Provider

Insured ID number: 546453 Group Number:
Insured Name: TESET Middle Name: TESET
Insured Address: Near civil line second time edit Address Chicago IL -
Insured Telephone: (997) 8967868
Employer Name or School Name: dldfsfa
Insurance Plan Name:

Add New Carrier Add New Insurance Info

Status: Form Modified Edit Print Condition Questionnaire Print Patient Info Save Patient Data Close



2. Added the User Suffix “LCA”.

Add/Edit Settings

File Help

Users (93)

- Klein, Dave NMD
- Wenner, David LMT
- Alugula, Krishna LCA
- 4, Sprint I
- A, Krishna
- A, Krishna
- aaa, aaa
- Admin, Dan
- Alexander, Bob DC
- Assistant, Jane NMD
- Biswal, Satya DPM
- Bracken, Nathan RN
- chander, prem Jr
- Check, Security
- Cole, Caleb PHD
- Cruz, Ted ATC
- Dandridge, Damon Jr
- Debug, Debug DC
- Debug2, Debug2 DC
- Debug3, Debug3 DC
- DeFazio, Donald DC
- delete, delete
- demo, test1
- doctor, user
- Dodge, Nathan LPN
- Email, Bad DC
- Fortis, Fortis
- Gross, Denise COTA-L
- Hancock, John DC
- Huzenko, Alex NMD
- InitialAdvacetab, suffix LMP
- J, Kaavya Jr
- Johson, Neil LMP
- @@@, @@@@
- K, Preethi
- K, Chandra DPM

Main

Please enter user details:

First Name:* Krishna Middle Name: Q Last Name:* Alugula

Suffix: LCA Date Of Birth: 08/08/2008

Is User Active? ☒

User Details

Username (must be a valid email address)* krishna.alugula@genzeon.com Password Confirm Password Locked out

User Defaults

Primary Practice/Work Location: Krishna Home office

Default Merchant Account: US EMV - 83

Claim ClearingHouse Account: US EMV - 83

Market Role of this User

- ☒ Healthcare Provider
- ☒ Health Care Supplier
- ☒ Health Care Assistant

Administrative Role of this User

- ☒ Healthcare Provider
- ☒ Health Care Assistant
- ☒ Health Care Supplier
- ☒ Central Administrator
- ☒ Insurance Billing
- ☒ Account Management
- ☒ Financial Recovery
- ☒ Principle Place of Business (PPB)
- ☒ Payment Processing ("Pay-to")
- ☒ Mailing
- ☒ Shipping
- ☒ Security Officer
- ☒ System Administrator

Save Close

3. Added an option to exclude/include Inactive patients in Patient Statement Report and Appointment Recall Report.

Advanced Provider Solutions (STAGING) - PayDC: Staging Subscription(4092) - Pro PayDC - v3645

File View Forms Tools Help

Home Appointments Patient Account Find Patient Billing Inbox

Advanced Provider Solutions

Billing

- Claims
 - Primary Claims
 - Secondary Claims
 - Self-Pay Claims
 - Miscellaneous Charges
- Posting
 - Insurance Payment
 - Patient Payment
 - Card Transactions - Patient
 - Card Transactions - Insurance
 - Recurring Payments
 - Find Payment
 - Find Refund
 - ERA Worklist
 - Patient Ledger
- Reports
 - Aging Report
 - Availability
 - Other Reports
 - Marketing Analysis Report
 - Patient by Procedure Report
 - Patient Statement**
 - Claim Submission History
 - Billing DaySheet Report
 - Appointment - Claim Ge
 - Sales Tax Report

Patient Statement

Patient Statement Report

Includes charges billed to the patient during the selected time period:

Today Last 30 Days Last 60 Days Last 90 Days Custom

Select Patient: All Active Patients

Create Report

All Active Patients

All Active and Inactive Patients

A, Krishna T "Kish" DABCO

A, sampath

A, Shrivaramakrishna N "Sri" C-NP

Aaron, Abbey A DO

Aaron, Adrianna A DACBSP

Aaron, Amber NP

Aaron, Andy

Aaron, Anna MD

Aaron, Hank

Aaron, Insurie

Aaron, Mattilda A

Abbott, Sam



Scheduler

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

[Scheduler Report](#)
[Appointment Detail Report](#)
[Recall Report](#)

Recall Report

Branch: PayDC: Staging Subscription Provider: ALL Last Appointment Status: Missed, Canceled, Resched

Date From (Last Appt): 12/25/2021 To Date (Last Appt): 1/24/2022

Options
☐ Include Sticky Notes ☒ Include Inactive Patients

[Find >>](#)
[Export To Excel](#)

1 of 2 Page Width Find Next

PAYDC: STAGING SUBSCRIPTION

Recall Report

For Appointments between 12/25/2021 and 1/24/2022

Patient Details	Last Appointment	Next Scheduled Appointment
Aaron, Anna	12/28/2021 4:00 PM	None Scheduled
Primary Ph: (434) 535-4364	1 Hour Appt. (Canceled)	
Email:		
Aaron, Hank	12/28/2021 12:30 PM	None Scheduled
Primary Ph: (546) 456-4564	Adjustment & Therapy (Arrived)	
Email: alugula@gmail.com		

4a. Redesigned the Patient Electronic File Cabinet feature. Now you can Download, Print, and Delete multiple files at once.

Patient Electronic File Cabinet

Save patient files such as X-rays or other images and documents of up to 5.0 MB per file. It's recommended to add no more than 10 files at once. Supported formats include TIFF, JPEG, PNG, BITMAP, PDF, MS Word, MS Excel, TXT, RTF, and compressed Zip files.

[Upload](#) [Scan](#)

File Name	File Date	Category	Comment	Actions
☐ kvpelvis6.jpg	1/23/2022	X-ray Images	Referred out	
☐ C Spine.jpg	1/23/2022	X-ray Images		
☐ Lumbar Spine.jpg	1/23/2022	X-ray Images		
☐ Thoracic Spine.jpg	1/23/2022	X-ray Images		
☐ Functional-Rating-Index-Form.pdf	1/23/2022	Physician Reports		
☐ Smb.zip	1/26/2022	Imaging Reports		
☒ file_example_TIFF_5MB.tiff	1/26/2022	Other		
☐ HIPAA-Authorization-for-Use-or-Disclosure	1/26/2022	Authorization Forms	Completed 1/21/22	
☐ sample_1920x1280.jpg	1/26/2022	Driver's License		
☐ Attorney Tony Stark from 1/20/2022.docx	1/26/2022	Attorney Correspondence		
☐ Left Knee, Right Knee.docx	1/26/2022	Imaging Reports		
☐ HIPAA PRIVACY NOTICE.docx	1/26/2022	Authorization Forms		
☐ Benefits Notice Form.pdf	1/26/2022	Consent Forms		

[Download](#) [Print](#) [Delete](#) [Close](#)

[More Options](#)



4b. And added Edit/Print/Download/Delete icons in each document row.

Patient Electronic File Cabinet

Save patient files such as X-rays or other images and documents of up to 5.0 MB per file. It's recommended to add no more than 10 files at once. Supported formats include TIFF, JPEG, PNG, BITMAP, PDF, MS Word, MS Excel, TXT, RTF, and compressed Zip files.

Upload **Scan**

File Name	File Date	Category	Comment	Actions
kvpelvis6.jpg	1/23/2022	X-ray Images	Referred out	
C Spine.jpg	1/23/2022	X-ray Images		
Lumbar Spine.jpg	1/23/2022	X-ray Images		
Thoracic Spine.jpg	1/23/2022	X-ray Images		
Functional-Rating-Index-Form.pdf	1/23/2022	Physician Reports		
5mb.zip	1/26/2022	Imaging Reports		
file_example_TIFF_5MB.tiff	1/26/2022	Other		
HIPAA-Authorization-for-Use-or-Disclosure	1/26/2022	Authorization Forms	Completed 1/21/22	
sample_1920x1280.jpg	1/26/2022	Driver's License		
Attorney Tony Stark from 1/20/2022.docx	1/26/2022	Attorney Correspondence		
Left Knee, Right Knee.docx	1/26/2022	Imaging Reports		
HIPAA PRIVACY NOTICE.docx	1/26/2022	Authorization Forms		
Benefits Notice Form.pdf	1/26/2022	Consent Forms		

Download **Print** **Delete** **Close**

More Options

4c. Now when you hover over a file name, the complete file name is displayed.

Patient Electronic File Cabinet

Save patient files such as X-rays or other images and documents of up to 5.0 MB per file. It's recommended to add no more than 10 files at once. Supported formats include TIFF, JPEG, PNG, BITMAP, PDF, MS Word, MS Excel, TXT, RTF, and compressed Zip files.

Upload **Scan**

File Name	File Date	Category	Comment	Actions
kvpelvis6.jpg	1/23/2022	X-ray Images	Referred out	
C Spine.jpg	1/23/2022	X-ray Images		
Lumbar Spine.jpg	1/23/2022	X-ray Images		
Thoracic Spine.jpg	1/23/2022	X-ray Images		
Functional-Rating-Index-Form.pdf	1/23/2022	Physician Reports		
5mb.zip	1/26/2022	Imaging Reports		
file_example_TIFF_5MB.tiff	1/26/2022	Other		
HIPAA-Authorization-for-Use-or-Disclosure	1/26/2022	Authorization Forms	Completed 1/21/22	
HIPAA-Authorization-for-Use-or-Disclosure-of-Health-Information.docx		Driver's License		
Attorney Tony Stark from 1/20/2022.docx	1/26/2022	Attorney Correspondence		
Left Knee, Right Knee.docx	1/26/2022	Imaging Reports		
HIPAA PRIVACY NOTICE.docx	1/26/2022	Authorization Forms		
Benefits Notice Form.pdf	1/26/2022	Consent Forms		

Download **Print** **Delete** **Close**

More Options



4d. Selecting multiple files for download presents an option to browse and save to any existing folder or to create a new folder to save the files.

Patient Name: **Johnny S Xray**
Account Number: **TESTJ2**
Next Appt: **01/28/2022 11:00 AM**
Last Appt: **06/06/2014 08:30 AM**
Date Of Birth: **4/16/2011**
Primary Phone: **725**

Buttons: Patient Payment, Add New Patient, Task Manager, Create New Claim, File Cabinet, Pre-filled Forms

Actions: Create Initial Exam, Create Care Plan

Save patient files such as X-rays or other documents. Supported formats include TIFF, JPEG, PDF, etc.

Buttons: Upload, Scan

File List:

File Name	Size	Type
kyvelvis6.jpg	1.2 MB	Image
C Spine.jpg	1.2 MB	Image
Lumbar Spine.jpg	1.2 MB	Image
Thoracic Spine.jpg	1.2 MB	Image
Functional-Rating-Index-Form.pdf	1.2 MB	Document
5mb.zip	5 MB	Archive
file_example_TIFF_SMB.tiff	5 MB	Image
sample_1920x1280.jpg	1.9 MB	Image
Attorney Tony Stark from 1/20/2022.docx	1.2 MB	Document
Left Knee, Right Knee.docx	1.2 MB	Document
HIPAA PRIVACY NOTICE.docx	1.2 MB	Document
Benefits Notice Form.pdf	1.2 MB	Document

Buttons: Download, Print, Delete, More Options

Browse For Folder dialog:

- Desktop
- Creative Cloud Files
- OneDrive - Personal
- David Wenner
- 3D Objects
- AppData
- Contacts
- Creative Cloud Files
- Desktop
- Documents
- Downloads

Buttons: Make New Folder, OK, Cancel

5. Last Appt. Date and Time on the Patient Account Screen will now list the last appointment before today.

Advanced Provider Solutions (STAGING) - PayDC: Staging Subscription(4092) - Pro PayDC - v3652

File View Forms Tools Help

Buttons: Home, Appointments, Patient Account, Find Patient, Billing, Inbox

Patients

Patient Name: **Johnny Xray**
Account Number: **TESTJ2**
Next Appt: **01/28/2022 11:00 AM**
Last Appt: **01/25/2022 12:30 PM**
Date Of Birth: **4/16/2011**
Primary Phone: **725**

Buttons: Patient Payment, Add New Patient, Task Manager, Create New Claim, File Cabinet, Pre-filled Forms

Actions: Create Initial Exam, Create Care Plan, Create Notes Only

Table:

Category	Date	Provider	Status	Notes
Health	01/26/2022	PayDC,Pro	Care Plan Pending	1 / 6
Health	04/28/2011	PayDC,Pro	Care Plan Pending	0 / 20
Health	04/16/2011	Klein,Dave	Care Plan Finalized	10 / 20

Buttons: Add Notes/Exams, Notes Narrative, View Narratives

Flowchart:

```
graph TD
    Patient --> Initial Exam
    Patient --> Care Plan
    Patient --> Insurance Verification
    Initial Exam --> Care Plan
    Care Plan --> Insurance Verification
    Insurance Verification --> Insurance Estimate
    Insurance Estimate --> Payment Plan
    Payment Plan --> Care Summary
```



Thank you for trusting us as your software vendor!

Your PayDC/APS Development Team

Questions? You can always ask our 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.