



Credit Card Info

You can store Credit Card information. The information is stored in an encrypted format and you should control access to the information by setting up a credit card info password.

1) Setting up Credit Card Password

- Select the Utility Menu, then Advanced Utilities, then Define User Security
- On the top left of the screen select "Tools", then "Passwords".
This should open your passwords screen.

Note: If you used this in the past you might be prompted to enter the password you assigned to this screen. If you can't get it to open and you don't remember the original password you entered you may call Data Tec for authorization to access it.

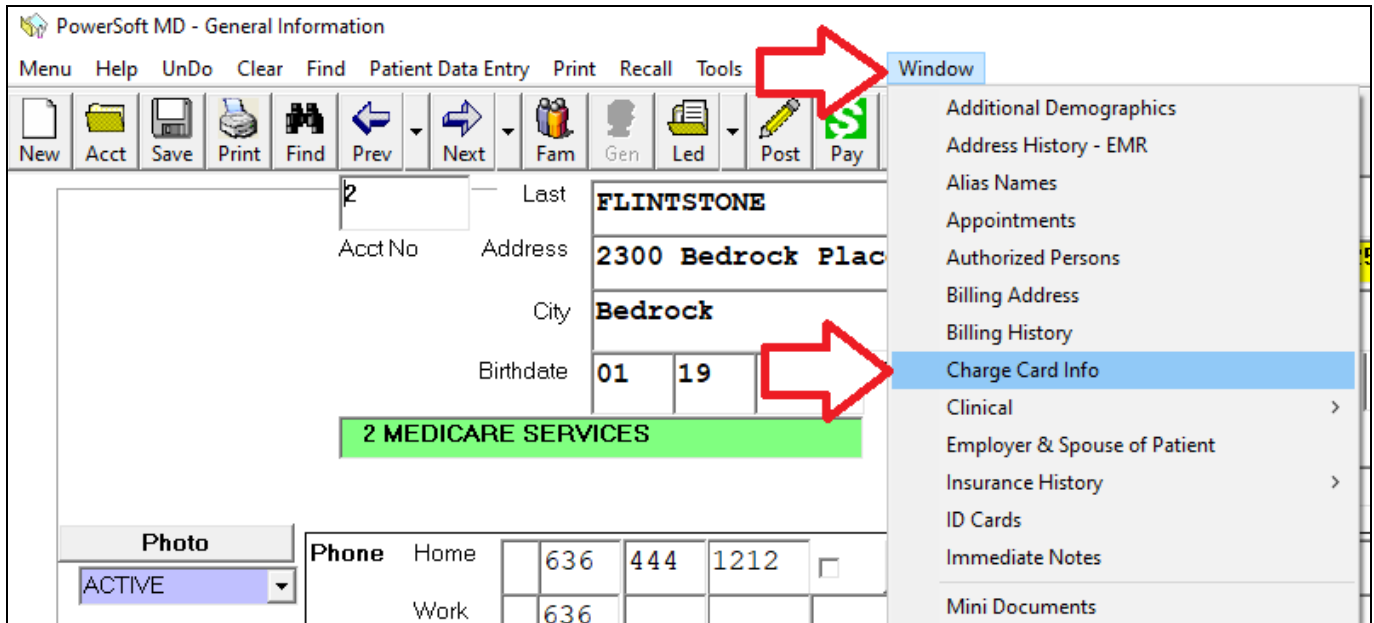
- Fill in a password in the "Charge Card Window Access" slot.
- We would recommend you also provide a password for accessing this screen in the future, by putting a password in the "Access this Password Screen" slot.
The keyword "NONE" means no password is needed for the specified option.

A screenshot of a software window titled "Passwords". The window contains a grid of password fields for various functions. Two red arrows point to the "Access this Password Screen" and "Charge Card Window Access" fields, which contain the passwords "ORANGES" and "APPLESAUSE" respectively. Other fields are set to "NONE". At the bottom left is a red "Save" button, and at the bottom right is a blue "Save/Exit" button.

ORANGES	NONE
Access this Password Screen	Med/Flag Update
NONE	NONE
Delete SOAP Notes	UnSign Documents
NONE	NONE
Delete EMR Documents	Update Message Center Notes
APPLESAUSE	NONE
Charge Card Window Access	UnSign SOAP Notes

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2) You can store the information from the Patient's General screen. Select the top toolbar "Window" option, then "Charge Card Info". You will be prompted to enter your charge card access password to assigned in step 1.



3) Fill in the Charge Card Info you would like to store and press "Save".

