# myMPS
## How to guide

## How to capture a payment

There are two ways in which a patient payment can be captured.
1. From the **'Collections'** menu option in the **'Inbox'** tab.
2. **'Search account'** menu option from the **'Accounts'** tab.

### 1. Collections menu option

From the **'Collections'** screen in the **'Inbox'** tab, select the patient from the list.



This will take you to the patient account screen, where you can click on the **'Capture patient payment'** on the right hand side.

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You will be presented with the payment screen, where you can capture the total amount paid towards the account and select the method of payment in the top grid.
All claims with patient liable portions will be highlighted in red for easier reference. Allocate the paid next to each claim and then save.



## 2. Search accounts

From the '**Search account**' menu option in the '**Accounts**' tab, type in the patient's details in the filter options then search. Once the account has populated, click on the 3 dots ( ⬤⬤⬤ ), then select the '**Capture patient payment**' option.



You will be presented with the capture screen where you can follow the steps mentioned in the '**Collections menu option**'.