



Integration Guide

This document will provide you guidance on how to run one-time payments within the FortisPay-PayDC integration.

Processing a One-Time Payment

→ Step 1: Select the 'Provider' > Then under payment method, select 'Credit Card-Key/Swipe' for both the 'Method' and 'Account' options for Fortis Payments.

PayDC (STAGING2) -- Fortis Staging2

File View Forms Help

Home Appointments Patient Account Find Patient Billing

Add New Patient Payment [Alugula, Krish - 1/1/1980]

Details

Patient Name: Alugula, Krish Post Date: 6/4/2020

Batch No.: Provider: Alugula, Krishna

Payment Information

Method: Credit Card-Key/Swipe Self-Pay

Account: Check CoPay (\$): 0.00 Date of Service: 6/4/2020

Electronic Deductible (\$): 0.00

Cash Coinsurance/Other (\$): 0.00

Credit Card Total Amount (\$): 0.00

Credit Card on File

Summary		Balance Details		Primary Insurance	
Total Amount (\$):	0.00	Patient Due (\$):	-660.60	Primary Insurance Carrier:	Medicare PART A
Unapplied Amount (\$):	0.00	Primary Due (\$):	0.00	Co-pay (\$):	0.00
Applied Amount(\$):	0.00	Secondary Due(\$):	0.00	Co-insurance (%):	0.00
Refund Amount (\$):	0.00				

Notes:

→ Step 2: Select the 'Credit Card-Key/Swipe' or 'Card on File' option > then associated FortisPay Merchant Account options will be displayed.

PayDC (STAGING2) -- Fortis Staging2

File View Forms Help

Home Appointments Patient Account Find Patient Billing

Add New Patient Payment [Alugula, Krish - 1/1/1980]

Details

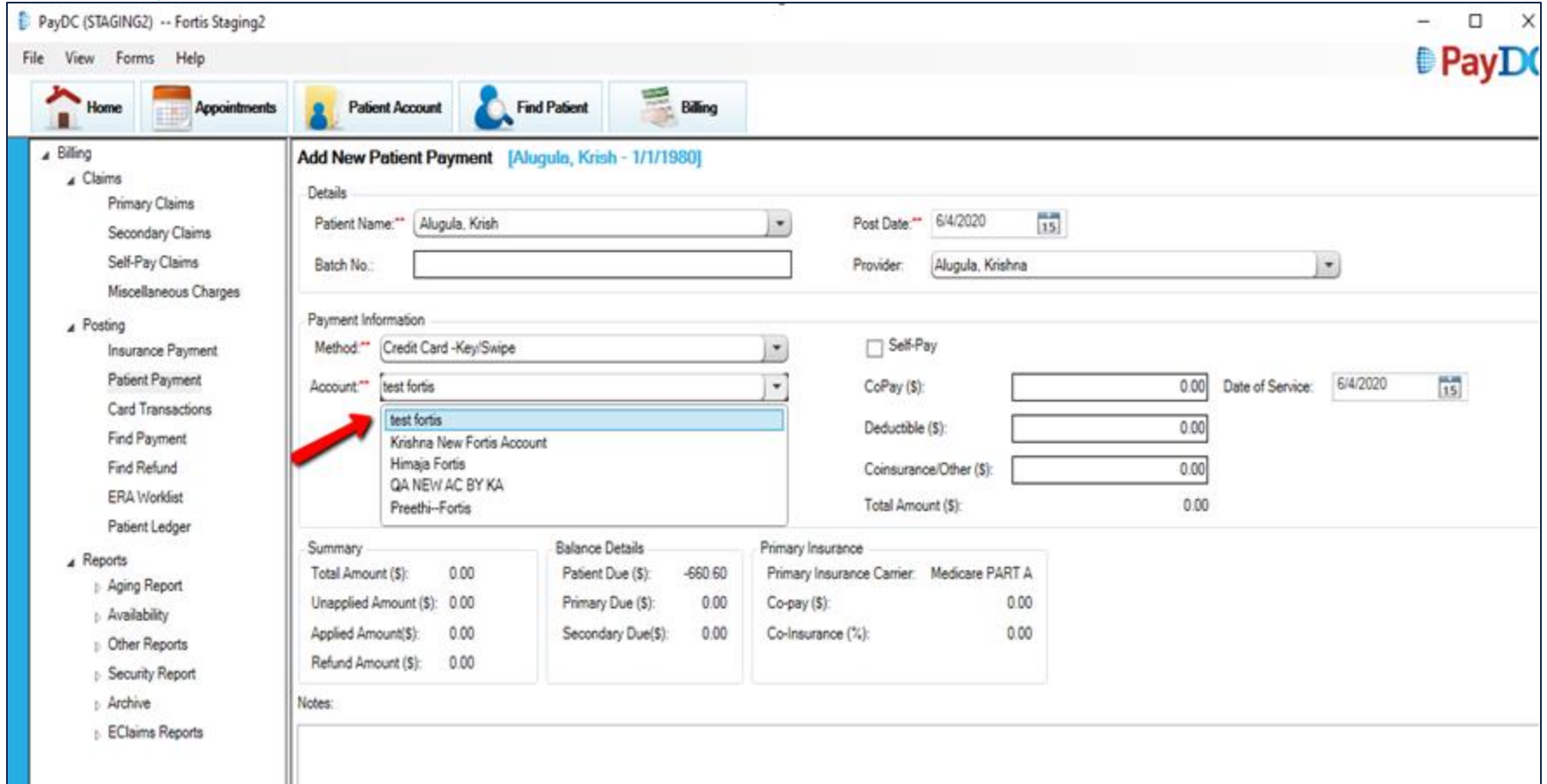
Patient Name: Alugula, Krish Post Date: 6/4/2020
Batch No.: Provider: Alugula, Krishna

Payment Information

Method: Credit Card -Key/Swipe Self-Pay
Account: test fortis CoPay (\$): 0.00 Date of Service: 6/4/2020
test fortis Deductible (\$): 0.00
Krishna New Fortis Account Coinsurance/Other (\$): 0.00
Himaja Fortis Total Amount (\$): 0.00
QA NEW AC BY KA
Preethi--Fortis

Summary		Balance Details		Primary Insurance	
Total Amount (\$):	0.00	Patient Due (\$):	-660.60	Primary Insurance Carrier:	Medicare PART A
Unapplied Amount (\$):	0.00	Primary Due (\$):	0.00	Co-pay (\$):	0.00
Applied Amount (\$):	0.00	Secondary Due (\$):	0.00	Co-insurance (%):	0.00
Refund Amount (\$):	0.00				

Notes:



Add a Patient Payment Using Terminal

→ Step 1: Under 'Method' > Select the 'Credit Card - Key Swipe' option & Fortis Merchant Account

PayDC (STAGING2) -- Fortis Staging2

File View Forms Help

Home Appointments Patient Account Find Patient Billing

Add New Patient Payment [Alugula, Krish - 1/1/1980]

Details

Patient Name: Alugula, Krish Post Date: 6/4/2020
Batch No.: Provider: Alugula, Krishna

Payment Information

Method: Credit Card -Key/Swipe Self-Pay
Account: test fortis Amount (\$): 3.00

Print

Transaction Amount	\$3.00
Transaction Type	Sale
Transaction Status	Approved
Transaction Verbiage	Test 7539

Summary

Total Amount (\$):	3.00
Unapplied Amount (\$):	3.00
Applied Amount(\$):	0.00
Refund Amount (\$):	0.00

Balance Details

Patient Due (\$):	-660.60
Primary Due (\$):	0.00
Secondary Due(\$):	0.00

Primary Insurance

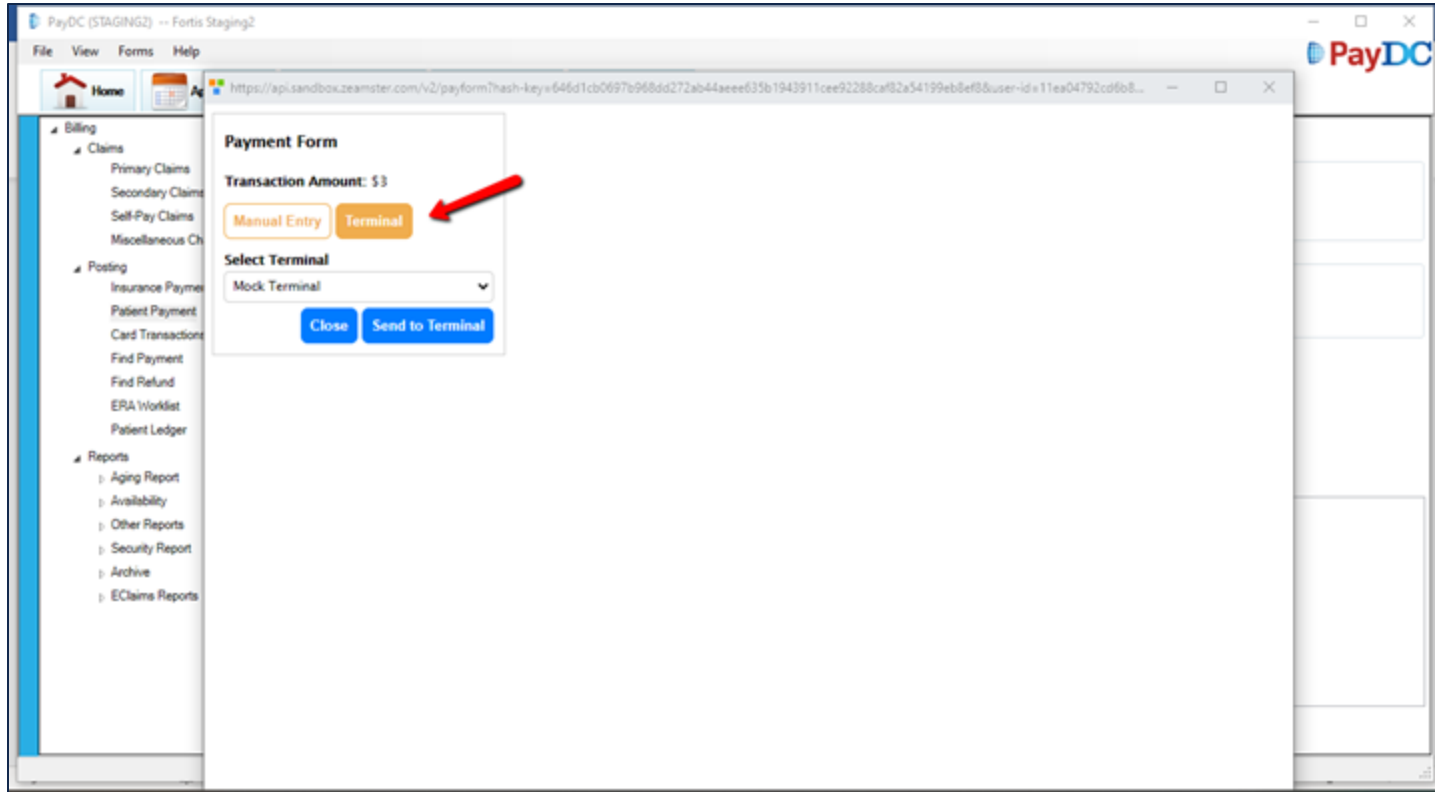
Primary Insurance Carrier:	Medicare PART A
Co-pay (\$):	0.00
Co-Insurance (%):	0.00

Notes:

Add New Edit Apply Print

Add a Patient Payment Using Terminal (continued)

- Step 2: Enter the **'Amount Value'** > Click on **'Save'** > A Fortis Payments form will open
> Choose the **'Terminal'** option > Click on **'Send to Terminal'** > Patient payment will be saved.



→ Step 3: Click on **'Print'** > Save the PDF file with details (optional)

Page 1 of

[Print](#)

Transaction Amount	\$3.00
Transaction Type	Sale
Transaction Status	Approved
Transaction Verbiage	Test 7539
Reason	CC-Approved
Auth Code	
Last 4	1111
Account Type	Visa
Entry Mode	Keyed
Description	
Created Date	06/04/2020 09:44:57 PM EDT
Transaction Id	11eaa6aca24d145896bf061d

Transaction History

Date	Status
06/04/2020 09:44:57 PM EDT	Approved

I agree to pay the above total according to my card issuer agreement.

Signature:

Add a Patient Payment Using Manual Entry

→ Step 1: Under Method > Select the 'Credit Card-Key/Swipe' option & Fortis Merchant Account.

PayDC (STAGING2) -- Fortis Staging2

File View Forms Help

Home Appointments Patient Account Find Patient Billing

Add New Patient Payment [Alugula, Krish - 1/1/1980]

Details

Patient Name: Alugula, Krish Post Date: 6/4/2020 (15)

Batch No.: Provider: Alugula, Krishna

Payment Information

Method: Credit Card-Key/Swipe Self-Pay

Account: test fortis Amount (\$): 3.00

Print

Transaction Amount	\$3.00
Transaction Type	Sale
Transaction Status	Approved
Transaction Markings	Test 9585

Summary

Total Amount (\$):	3.00
Unapplied Amount (\$):	3.00
Applied Amount(\$):	0.00
Refund Amount (\$):	0.00

Balance Details

Patient Due (\$):	-663.60
Primary Due (\$):	0.00
Secondary Due(\$):	0.00

Primary Insurance

Primary Insurance Carrier:	Medicare PART A
Co-pay (\$):	0.00
Co-insurance (%):	0.00

Notes:

Add New Edit Apply Print

Add a Patient Payment Using Manual Entry (continued)

- Step 2: Enter the '**Amount Value**' > Click on '**Save**' > A Fortis Payments form will open
> Choose the '**Manual Entry**' option (add required details) > Click on '**Submit**' > Patient payment will be saved.

The screenshot shows a web browser window with the PayDC logo in the top right corner. The browser address bar shows a URL starting with 'https://api.sandbox.zeamster.com/v2/payform?hash-key=...'. The main content area displays a 'Payment Form' modal. On the left side of the modal, there is a navigation menu with categories like 'Billing', 'Posting', and 'Reports'. The 'Manual Entry' button is highlighted with a red arrow. The form fields are as follows:

- Transaction Amount:** \$3
- Account Holder Name:** himaja
- Credit Card Number *:** 5413330089604111
- Expiration Month *:** 12 - December
- Expiration Year *:** 2020
- CVV:** 201

At the bottom of the form, there are two buttons: 'Close' and 'Submit'.

→ Step 3: Click on '**Print**' > Save the PDF file with details (optional).

Print

Transaction Amount	\$3.00
Transaction Type	Sale
Transaction Status	Approved
Transaction Verbiage	Test 9585
Reason	CC-Approved
Auth Code	
Last 4	4111
Account Type	Mc
Entry Mode	Keyed
Description	
Created Date	06/04/2020 09:53:43 PM EDT
Transaction Id	11eaa6addbeb2ffaeea81aa4

Transaction History

Date	Status
06/04/2020 09:53:43 PM EDT	Approved

I agree to pay the above total according to my card issuer agreement.

Signature:

Need help? Contact Us!

To reach FortisPay:



support@fortispay.com



(855) 465-9999

To reach PayDC:



support@paydc.com



(888) 306-1257