



Integration Guide

This document will provide you guidance on how to set up FortisPay within PayDC.

Subscriber Profile Settings

→ Step 1: Select the payment processing company as 'Fortis Payments'.

The screenshot shows the 'Add/Edit Settings' window for 'PayDC (STAGING2) -- Fortis'. The left sidebar contains navigation options: Home, Add New Patient, Settings Wizard, Advanced Settings, Help/Support File, and Contact Support. The main content area is titled 'Please enter your Subscriber Profile (Main Branch):' and contains several sections:

- Formal Corporate Name:** Text input field containing 'Fortis Staging2'.
- Legal Structure:** Dropdown menu set to 'C Corporation'.
- Required Address (Main Location):**
 - Address Line 1:** Text input field containing 'test'.
 - Address Line 2:** Text input field.
 - City:** Text input field containing 'test'.
 - State:** Dropdown menu set to 'ID'.
 - ZIP code:** Text input field containing '35324-3243'.
 - Country:** Dropdown menu set to 'United States'.
- Market Role of the Subscriber Entity:** List of roles with checkboxes:
 - Healthcare Provider
 - Health Care Supplier
- Administrative Roles of the Subscriber Entity:** List of roles with checkboxes:
 - Healthcare Provider
 - Health Care Supplier
 - Scheduling
 - Insurance Billing
 - Account Management
 - Financial Recovery
 - Payment Processing ("Pay-to")
- Subscriber Contact Information:**
 - Email Address:** Text input field containing 'Ka10@gmail.com'.
 - Fax:** Text input field.
 - Telephone:** Text input field containing '(900) 060-1520'.
- Payment Processing:** Section highlighted with a red box, containing a dropdown menu for 'Payment Processing Company' set to 'Fortis Payments'.
- Subscriber Identification numbers (Institutional Only):**
 - Federal Employer Identification Number:** Text input field containing '1234567890'.

At the bottom of the window are 'Save' and 'Close' buttons.

→ Step 2: Create a FortisPay merchant account with the below details.

- ◆ **User Name > User ID > User API Key > User Hash > Location ID** > Also, include the **FortisPay Merchant Account**

Add/Edit Settings

File Help

Subscriber Profile

- [-] Add1 Branch Locations (1)
- [-] Users (1)
- [-] Patient Tasks
- [-] Payment Processing
- [-] Patient Data Export
- [-] Patient Data Import
- [-] Insurance Carrier Import
- [-] Scheduler Preferences
 - [-] Appointment Types
 - [-] Office Hours/Zones/Notifications
 - [-] Healthcare Provider
 - [-] Blocks
- [-] 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

Merchant Accounts

Include	Use Integrated Credit card processing	Name	Payment Processing Company	Description
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	test fortis	Fortis Payments	Fortis
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Krishna New Fortis Accto	Fortis Payments	Test
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Himaja Fortis	Fortis Payments	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	QA NEW AC BY KA	Fortis Payments	TEST
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Preethi--Fortis	Fortis Payments	

Description:

Integrated Credit Card Processing

Use Integrated Credit Card Processing

Payment Processing Company: Prompt for Tips

User Name:

User ID:

User API:

User Hash:

Location Id:

Payment Plan Sub-Merchant Account Details

Use Payment Plans



Refer to the FortisPay welcome email for the user credentials, location ID & instructions on changing your default browser to Google Chrome or FireFox.

→ Step 3: At branch level, select **'Fortis Payments'** as the payment processing company.

The screenshot shows the 'Add/Edit Settings' window for a branch location in the PayDC (STAGING2) application. The left sidebar contains a navigation tree with categories like 'Subscriber Profile', 'Users', 'Patient Tasks', 'Scheduler Preferences', 'Billing Preferences', 'Functional Preferences', and 'Help/Support'. The main content area is divided into several sections:

- Location Information:** State (Pennsylvania), City (Hamilton), State (Select_State), ZIP code (55514-4564), and Country (USA).
- Market Roles:** Healthcare Provider (checked), Health Care Supplier (checked).
- Administrative Roles:** Healthcare Provider, Health Care Supplier, Scheduling, Insurance Billing, Account Management, Financial Recovery, and Payment Processing ("Pay-to") (unchecked).
- Branch Location Contact Information:** Email Address (ka10@gmail.com), Fax, and Telephone.
- Payment Processing:** This section is highlighted with a red box. It contains a dropdown menu for 'Payment Processing Company' with 'Fortis Payments' selected.
- Branch Location Identification Numbers (Institutional Only):** Federal Employer Identification Number (1234567890), Blue Cross/Blue Shield Number, and an 'Add' button.
- Table:** A table with columns for Description, State, Value, and Action.

At the bottom of the window, there are buttons for 'Edit', 'Save', and 'Close'. The PayDC logo is visible in the top right corner.

→ Step 4: Select the 'user' > save 'default merchant account' with Fortis Merchant Account.

The screenshot shows the 'Add/Edit Settings' window for a user named Krishna Augula. The 'Default Merchant Account' dropdown menu is highlighted with a red box, showing the following options:

- test fortis
- Claim ClearingHouse Account

The 'Market Role of this User' section includes:

- Healthcare Provider
- Health Care Supplier
- Health Care Assistant

The 'Administrative Role of this User' section includes:

- 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

Buttons at the bottom: Edit, Save, Close.

Need help? Contact Us!

To reach FortisPay:



support@fortispay.com



(855) 465-9999

To reach PayDC:



support@paydc.com



(888) 306-1257