

Marion Eye Centers Auto Pay Policy

- You will give the patient the MEC Auto Pay Question and Answer sheet at Check-in
- You will have the patient sign a new updated financial waiver at Check-in
- You will obtain an email address for every patient at Check-in
- Your goal is to get all patients to sign up for Card on File
- During check out you will give the patient a copy of the Transengen receipt and a Compulink receipt
- You will review the Transengen Payment Summary Report with your Compulink End of Day Report
 - the two reports should match, if they don't you are to figure out why and correct the account
 - you will then send the Compulink End of Day Report to billing, you do not have to print out the Transengen Report
 - Remember all transactions will go through Transengen even cash
 - How to run the Transengen Payment Summary
 - Login in to Transengen
 - Click on Reports
 - Click on Payment Summary
 - Today's date should be clicked
 - Click on Run report
- On the website there is a Question and Answer guide