

Send Welcome Email

1. From the Patient Account, click Edit to open Patient Demographics

The screenshot shows the PAYDC Patient Account interface for Shirley Spaghetti. The 'Edit' button in the Patient Information section is highlighted with a red arrow. The 'Sticky Note' area is highlighted with a yellow box.

Patient Information

Spaghetti, Shirley
01/01/2003 | 21 | Female
Patient Balance: \$638.77

Account Number: -- Patient ID: 1873185
Phone Number: -- Email: shirleys@patientmail.com

Insurance Details

Medicare Member ID: -- TRICARE FOR LIFE Member ID: --

Appointments

Next Appt: N/A
Current Appt: N/A
Last Appt: 09/25/2024 11:30 AM

Quick Actions

Patient Payment
Create New Claim
MeldRx Patient Invitation

Sticky Note

Cases

Case ID	Category	Date	Provider	Status	Notes	Actions
2194069	Physical Therapy	04/18/2018	Klein,Dave	Care Plan Pending	23/ 38	...

2. Enter Patient Email Address, select Send Welcome Email, then click Save.

The screenshot shows the PAYDC Patient Demographics page for Shirley Spaghetti. The 'Send Welcome Email' checkbox is highlighted with a red arrow. The 'Primary Email' field is also highlighted with a red arrow.

Patient Identification Info

First Name: Shirley Middle Name: Last Name: Spaghetti Suffix: None Nick Name: Account No./MRN:
Primary Provider: Select Date Of Birth: 01/01/2003 Gender: Female Height: 66 Weight: 110 Social Security No.: 000-00-8654 Driving License No.:
Primary Email: shirleys@patientmail.com Primary Phone No.: Preferred Language: Select Race: Declines to Specify Ethnicity: Declines to Specify Marital Status: Single
Sexual Orientation: Select Gender Identity: Select Handed: Left Handed Right Handed
Currently Pregnant? Yes No Patient is employed Patient is student