

For assistance with POMIS
(installation, transmission, technical)

Contact POMIS Software Support
(386) 767-7007
Monday through Friday, 9 am to 5 pm EST
(excluding holidays)

Quick Reference Card V091508

Your Merchant #:

Your TC ID #:

For questions related to processing
(funding, fees, statements, transactions)

Contact TransFirst Health Services Support
(800) 543-5327
24 hours a day, 7 days a week

Side A—Processing a Payment, Transaction Responses, Transaction Receipts

PROCESSING A PAYMENT

From the *Main* window:

Step 1. Select the patient and the visit date then click *Change Visit* under the *Visits* tab in the left menu.



In the *Change Visits* window:

Step 2. Click *Add Pt Payment* in the *Payments* section.



In the *PT Payment* window:

Step 3. The payment amount is populated based on the patient balance. The user has the ability to change the payment amount, if needed.



Step 4. Select the *Payment Method* and click *Process Credit Card or Check*.

In the *Credit Card Processing* window:

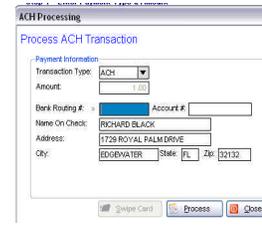
Step 4. Select the *Transaction Type* as *CC* and click *Swipe Card*. *Swipe* the card when the dialog box is displayed. If credit card is not present, **manually enter** the *Payment Information* and click *Process*.



PROCESSING A PAYMENT (cont)

If *ACH (Electronic Check)* transaction:

Step 5. Select the *Transaction Type* as *ACH*. Enter the *Bank Routing* and *Account* numbers and click *Process*.



NOTE: A response screen will appear indicating the success or failure of the transaction. Click *OK* and you will be returned to the *Change Visits* window.

TRANSACTION RESPONSES

After clicking process on the payment screen, the software will process the transaction and collect a response from TransFirst.



If the transaction is **Authorized**, POMIS will log the transaction information and record the payment.

If the transaction is **Declined**, POMIS will log the information, but will NOT record the payment.

All accepted payments are logged in the *Charges & Payments* area.

Notes	DDS	DDS2	Procedure	Description	Total Amount	Ins Amount	Pt Amount	Misc	DC
	05/19/08		PAYMENT	PT PAYMENT-CHECK 1234-FD BY:TF TESTER	-1.00	0.00	-1.00	Check#: 1234	08
					Total Fee	19.00	0.00	19.00	

TRANSACTION RECEIPTS

The POMIS system will provide a transaction receipt for all transactions:

Step 1. All completed transactions will be listed in the *Charges and Payments* area. **Right-click** on the payment and select *View Credit Card/ACH Transactions*.

Notes	DDS	DDS2	Procedure	Description	Total Amount	Ins Amount	Pt Amount	Misc	DC
	06/23/05		D8880	COMPREHENSIVE ORTHODONTIC TREATME	3,300.00	1,800.00	1,500.00		08
	08/08/08		PAYMENT	PT PAYMENT-MC Test01		0.00	1.00	Auth#: T	08
	08/08/08		PAYMENT	PT PAYMENT-DEBIT 25		0.00	1.00	Auth#: 25	08
	08/08/08		PAYMENT	PAYMENT REVERSAL-T		0.00	1.00	Auth#: REVERS	08
	08/19/08		PAYMENT	PT PAYMENT-DEBIT 25		0.00	1.00	Auth#: 25	08
	08/19/08		PAYMENT	PT PAYMENT-VISA Test		0.00	1.00	Auth#: T	08
					Total Fee	3,297.00	1,800.00	1,497.00	

In the *Credit Card Transactions List*:

Step 2. Select the transaction and click *Print Transaction Receipt*.

Date Entered	Time Entered	Expn	Reference ID	Status	Auth Code	Card Type	Lot #	Amount	Message
09/19/2008	2:27PM	AUTHORIZE	511665	Approved	Test01	CC	1111	0.00	test transaction
09/19/2008	2:27PM	AUTHORIZE	257944229	APPROVED	ACH	DEBIT	6789	1.00	
09/19/2008	2:28PM	AUTHORIZE	25742005	APPROVED	ACH	DEBIT	6123	1.00	test transaction
09/19/2008	2:28PM	AUTHORIZE	25742005	APPROVED	ACH	DEBIT	6123	1.00	test transaction
09/19/2008	2:18PM	AUTHORIZE	909134	Approved	ACH	DEBIT	6123	1.00	test transaction
09/19/2008	2:17PM	AUTHORIZE	909134	Approved	ACH	DEBIT	6123	1.00	test transaction
09/19/2008	1:44PM	AUTHORIZE	452	Authorized	Test00	MC	5454	1.00	test transaction
09/19/2008	1:38PM	AUTHORIZE	906636	Approved	ACH	DEBIT	6123	1.00	test transaction
09/19/2008	1:28PM	AUTHORIZE	24	Authorized	Test00	VISA	1111	1.00	test transaction

Step 3. Select the printer options and click *OK*. The transaction receipt will be printed.

NOTE: Walkout Receipts are generated by clicking on *Walkout Receipt* in the *Charges & Payments* window.

