



How to post the Gift card

- Add an item gift card to your items
- If the person purchasing the GC is not a patient, it is up to the practice if they want to create a profile or use the profile of the current patient.
- Go into the financials
- Add item
- Add payment

How to post a gift card that has been used

- Go to financials of the patient who is using GC
- Add item
- Add patient payment
- Then select payment type as GC
- Post

If a patient does not use the entire GC

- Add the items
- Add payment
- Add the full amount that GC is for (example GC is \$100 only bought \$50 sunscreen)
- Distribute
- Then post
- You will be left with a credit or Unapplied amount for later use.