CGM eMEDIX™
Payment Portal
Client Setup Packet

October 2023

Table of Contents

NOTICE

CompuGroup Medical US believes the information contained in this documentation to be accurate at the time of publication and reserves the right to make improvements in the product described herein at any time and without notice.

This packet is copyrighted and contains proprietary information and may not, in whole or in part, be copied, photocopied, reproduced, translated, or reduced to any electronic media or machine-readable form without written authorization from CompuGroup Medical US. The software described in this packet is the original work of the authors and is copyrighted with all rights reserved by CompuGroup Medical US.

CGM EMEDIX PAYMENT PORTAL INSTALLATION PROCESS

1. Client returns signed proposal and agreement to CGM US.

2. CGM US sends *Client Setup Packet* to Client.

3. Client returns completed form to CGM US.

4. CGM US submits information to CGM eMEDIX for registration.

5. CGM US receives client registration information from CGM eMEDIX.

6. CGM US connects into client's system and performs setup.

7. CGM US sends *CGM webPRACTICE Information for CGM eMEDIX Payment Portal Payments* to Client.

8. Client receives first payment file and notifies CGM US

9. Process is complete.

CGM EMEDIX PAYMENT PORTAL PRACTICE INFORMATION FORM

Complete the following and return to your CGM Implementation Consultant. This information is required a minimum of two weeks prior to the estimated *go-live* date to ensure a smooth installation. If you have multiple databases that will be receiving CGM eMEDIX PAYMENT PORTAL payments, complete a separate packet for each database. In addition, you will need to assign an individual to be responsible for all CGM eMEDIX PAYMENT PORTAL activity.

Client #	_____	Database #	_____
Client Name	_____	TPID/DSN #	_____
Address	_____	Contact Person	_____
City, ST, Zip	_____	Contact Phone #	_____
Phone #	_____	Contact Email	_____
Fax #	_____		

User Information

Complete the following to indicate which Users will need to access eMEDIX for CGM eMEDIX PAYMENT PORTAL.

First Name	Last Name	eMEDIX Username	New User? Yes	No
			☐	☐
			☐	☐
			☐	☐
			☐	☐

CGM webPRACTICE Setup Information

The following information will determine the payment code used when a payment is received. Only a Default Payment Code is required. The payment codes will be stored in the *CGM eMEDIX Payment Portal Integration* function.

Type of Payment	CGM webPRACTICE Payment Code
Default Payment Code	
MasterCard Payment Code	
Visa Payment Code	
American Express Payment Code	
Discover Card Payment Code	

Note: If you want to track Payment Portal payments separately from other payments in CGM webPRACTICE, you should create new Payment Codes specifically for Payment Portal.

See the *CGM webPRACTICE Information for CGM eMEDIX Payment Portal Payments* document in CGM webPRACTICE Help for detailed information on processing payment portal payments *(CGM webTOOLS > CGM eMEDIX Payment Portal)*.