



[Knowledgebase](#) > [VSee Clinic Subscription Packages](#) > [VSee Clinic Premium](#) > [Step-by-Step Guides](#) > [Setup Payment Reminders](#)

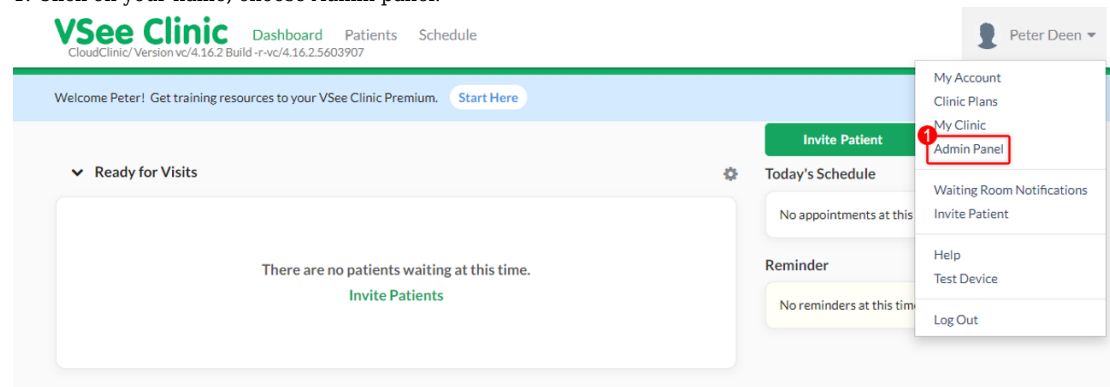
Setup Payment Reminders

Joel Barcillo - 2023-04-11 - [Step-by-Step Guides](#)

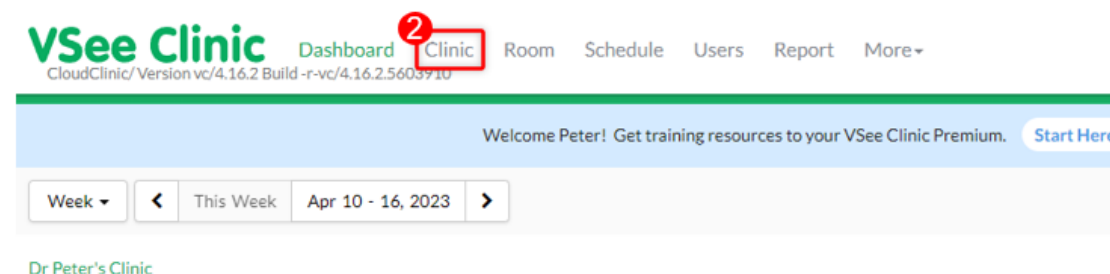
Setup Payment Reminders

The reminder feature on your dashboard will show your recent visits that are still pending notes or payments. This is especially helpful in times when you didn't charge the patient during the visit and would like to continue working on it afterward. Following are the steps to set up Payment reminders

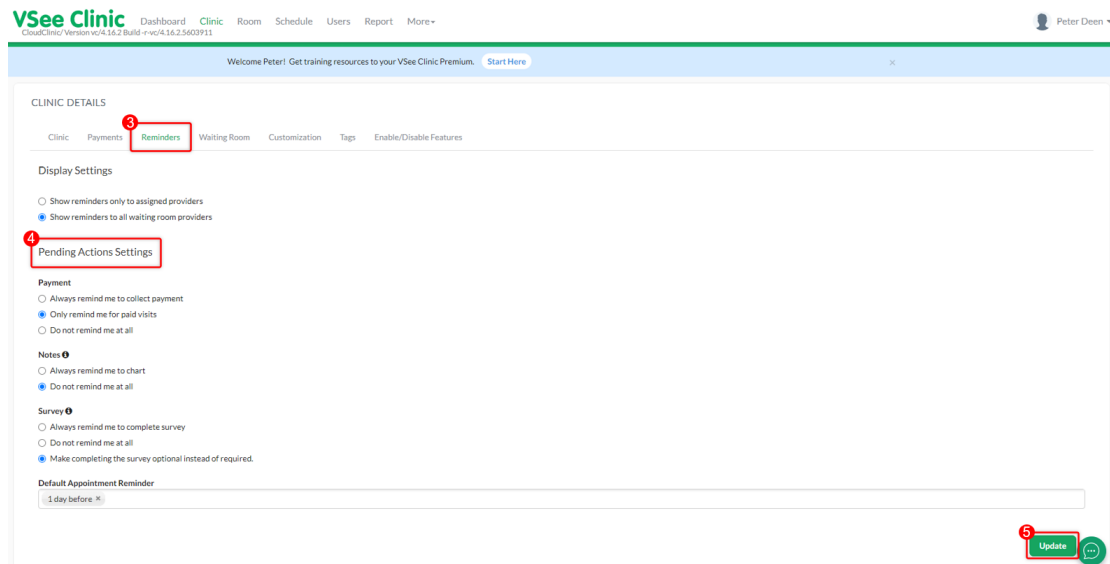
1. Click on your name, choose Admin panel.



2. Click on Clinic.



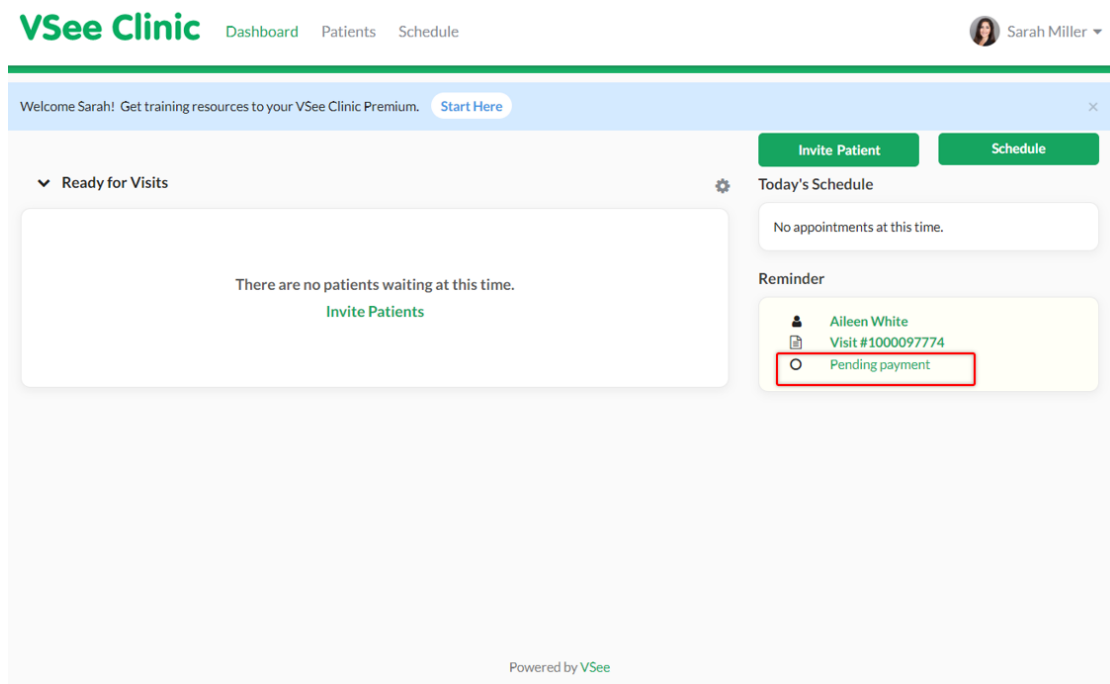
3. Select Reminders tab.
4. Under Pending Actions Settings for Payment, select Always remind me to collect payment.
5. Click Update to save.



Charge a Patient After the Visit from a Payment Reminder

To charge the patient after the visit, click on the **Payment** tab on the Visit details page.

Click on **Pending Payment** of the selected visit under the Reminders field.



You will be routed to the visit details page. You can see the status is still "pending payment" and "pending completion".

Note: It is important to mark the visit as completed so processing the payment when there is a charge for the visit is required.

Status: Completed

Call

Add Participants

Aileen White

Offline

Intake

Payment

Visits

Payment

Paid.

Ref: ch_3Mr5bE4aYpOWGe911baH8ugF

Payment Method

Visa **** 4242

Invoice - March 29, 2023

45-min Consultation	15 mins	USD 50.00
Discount		0 %
Subtotal		USD 50.00
Total		USD 50.00

After reviewing the payment details and making the necessary changes, click on **Submit Charge**.

Status: Pending Completion Pending Payment

Call

Add Participants

Aileen White

Offline

Intake

Payment

Visits

Payment

Payment Method

Visa **** 4242

Change

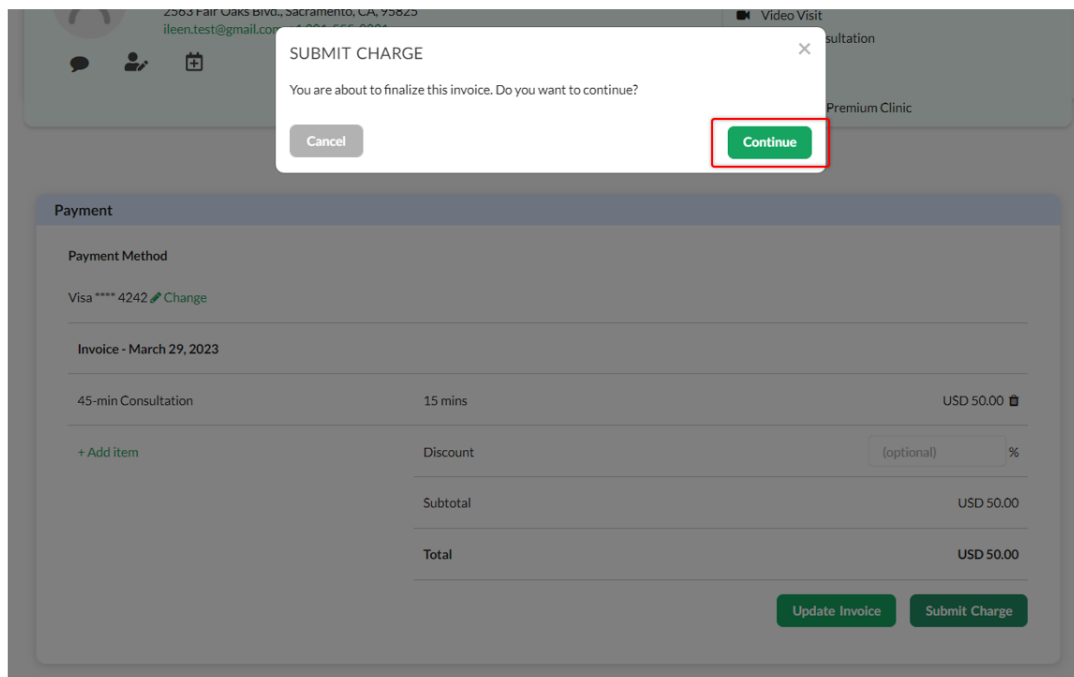
Invoice - March 29, 2023

45-min Consultation	15 mins	USD 50.00
+ Add item	Discount	(optional) %
Subtotal		USD 50.00
Total		USD 50.00

Update Invoice

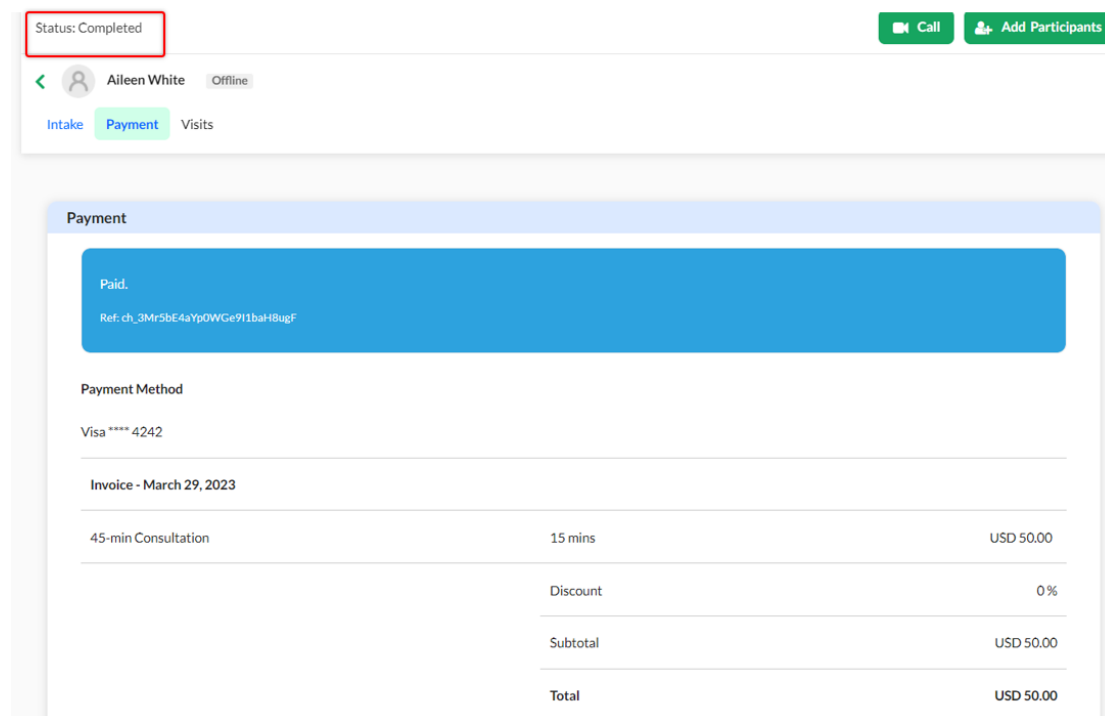
Submit Charge

A pop-up window will appear, click on **Continue** to confirm.



You will see a confirmation that the visit has been paid. And the visit status is now marked as completed.

Note: If your clinic has enabled the SOAP notes feature, you also need to submit it to mark the visit completed.



Need more assistance? Send us an email at help@vsee.com or check out the [Help](#) section under the Profile Menu of your VSee Clinic.

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