

TRAKnet™ DPM & Versatalis Credit Card Processing Instructions

Rev A- Nov. 2010

BioMedix™

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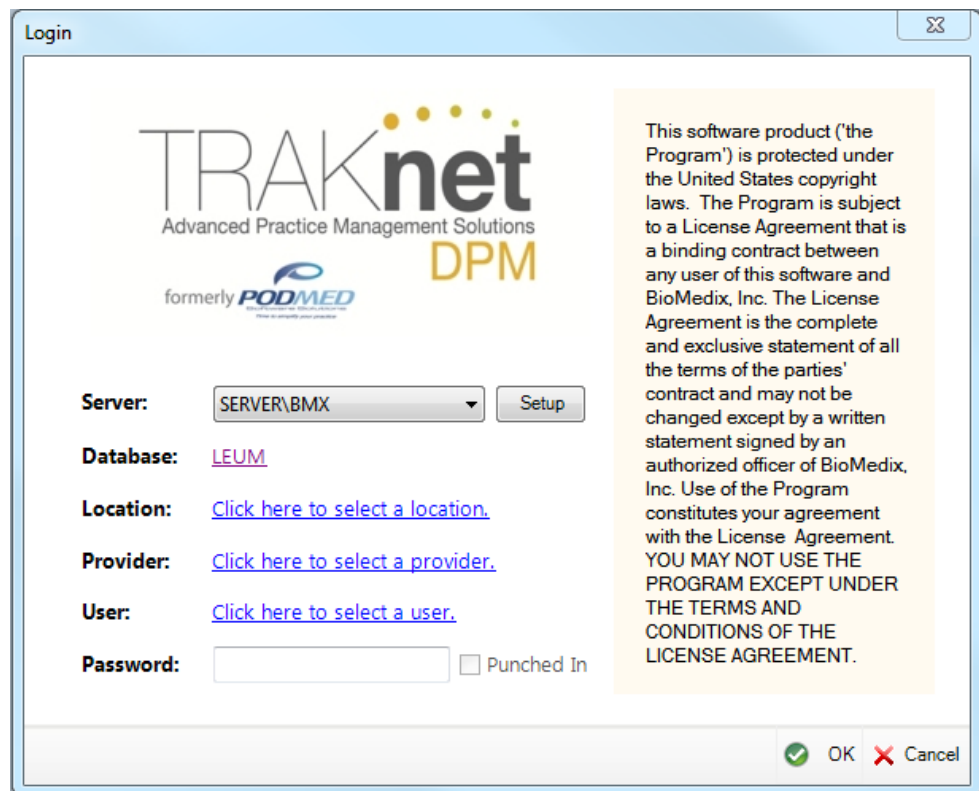
www.BioMedix.com

Setting Up Versatalis Payment Processing in TRAKnet™ DPM

- 1) Install the Paymentech/Versatalis software on your computer.
 - a) Go to http://www.biomedix.com/products/traknet_DPM.asp and click on DOWNLOADS, then “Paymentech NetConnect Setup”.
 - b) You will be prompted to enter a username (leum) and password (ertCG123).
 - c) Click on “Paymentech NetConnect Setup”, it will then ask for another password (downloads).
 - d) Follow the instructions.
- 2) Open and log in to TRAKnet™ DPM.
 - a) Click on your “TRAKnet™ DPM” icon.



- b) Log in to TRAKnet™ DPM.



TRAKnet
Advanced Practice Management Solutions
DPM
formerly **PODMED**

Server: SERVER\BMX Setup

Database: LEUM

Location: [Click here to select a location.](#)

Provider: [Click here to select a provider.](#)

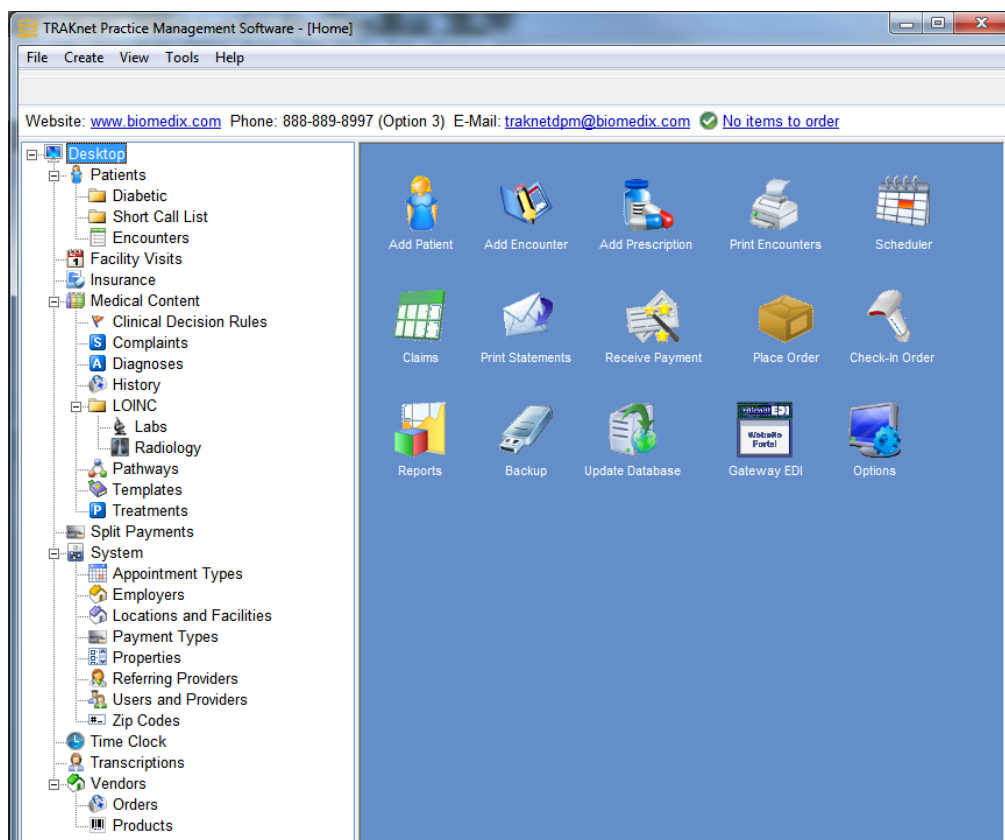
User: [Click here to select a user.](#)

Password: ☐ Punched In

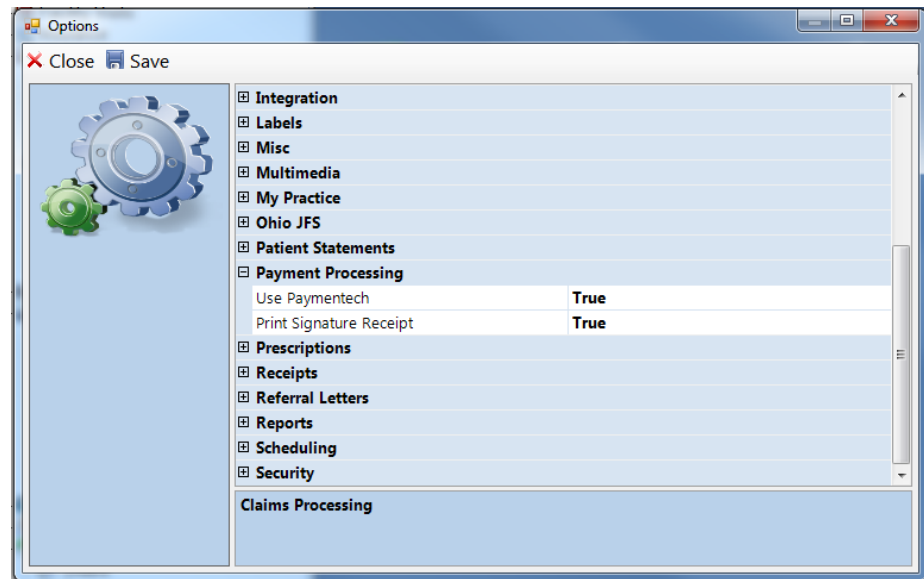
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OK Cancel

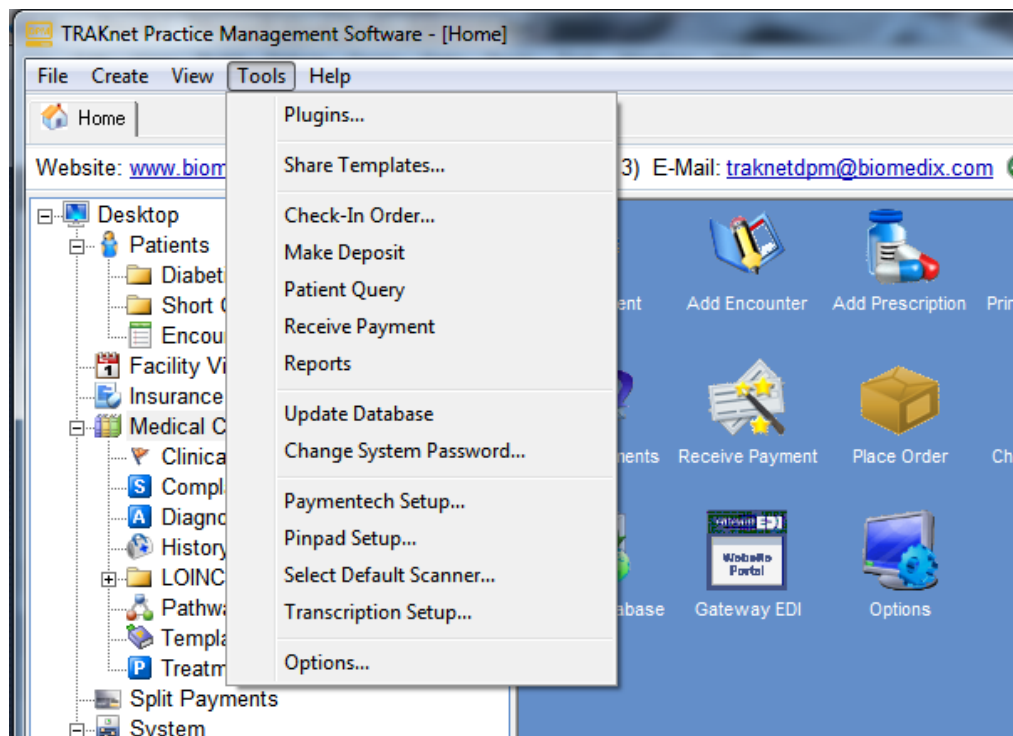
- 3) With the TRAKnet™ DPM Desktop displayed, click on the “Options” icon.



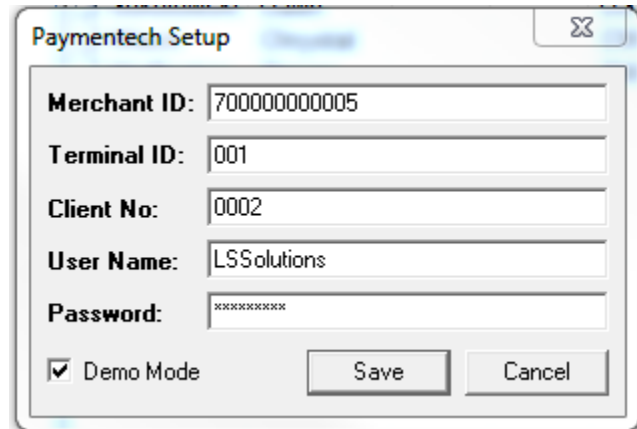
- 4) From the toolbar, select Tools > Options. Click on “Payment Processing” and then select “Use Paymenttech”.



- 5) From the toolbar, select Tools > Paymenttech Setup... to display the Paymenttech Setup screen. Make sure the appropriate “Supported Cards” are checked and the signature receipt is “True”.



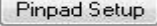
- 6) Populate the Paymentech Setup fields with the data provided to you by Versatalis. Be sure to uncheck the “Demo Mode” ☒ Demo Mode box and press “Save”.



The Paymentech Setup dialog box contains the following fields and controls:

- Merchant ID:** 700000000005
- Terminal ID:** 001
- Client No:** 0002
- User Name:** LSSolutions
- Password:** xxxxxxxx
- ☒ Demo Mode
- Save** button
- Cancel** button


Optional Pin Pad Setup

- 1) Click the “Pinpad Setup” button  to display the PinPad Setup screen.
- 2) Make sure the PinPad settings are identical to the screen shot below:



The PinPad Setup dialog box contains the following fields and controls:

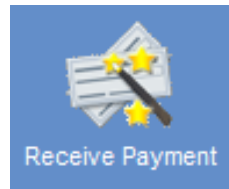
- Port:** 1
- Baud:** 1200
- Parity:** E
- Data:** 7
- Stop:** 1
- Save** button
- Cancel** button

When you are finished with the setup, click “Save”  **Save** at the top of the Options screen. This will return you the TRAKnet™ DPM Desktop.

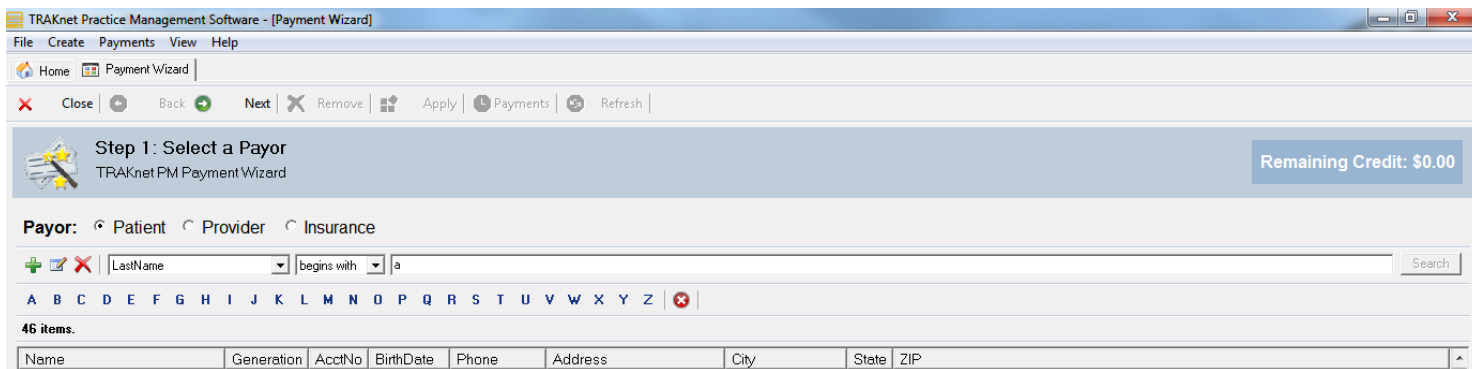
Congratulations! You are now ready to accept payments in TRAKnet™ DPM.

Accepting Payments in TRAKnet™ DPM

- 1) From the TRAKnet™ DPM Desktop, click the “Receive Payment” icon.



- 2) The Payment Wizard will appear.
 - a) Select the “Payor” as patient.
 - b) Select the patient’s name you are accepting the credit card payment from.



TRAKnet Practice Management Software - [Payment Wizard]

File Create Payments View Help

Home Payment Wizard

Close Back Next Remove Apply Payments Refresh

Step 1: Select a Payor Remaining Credit: \$0.00

TRAKnet PM Payment Wizard


Payor: ☒ Patient ☐ Provider ☐ Insurance


+ - ✕ | LastName | begins with | a | Search

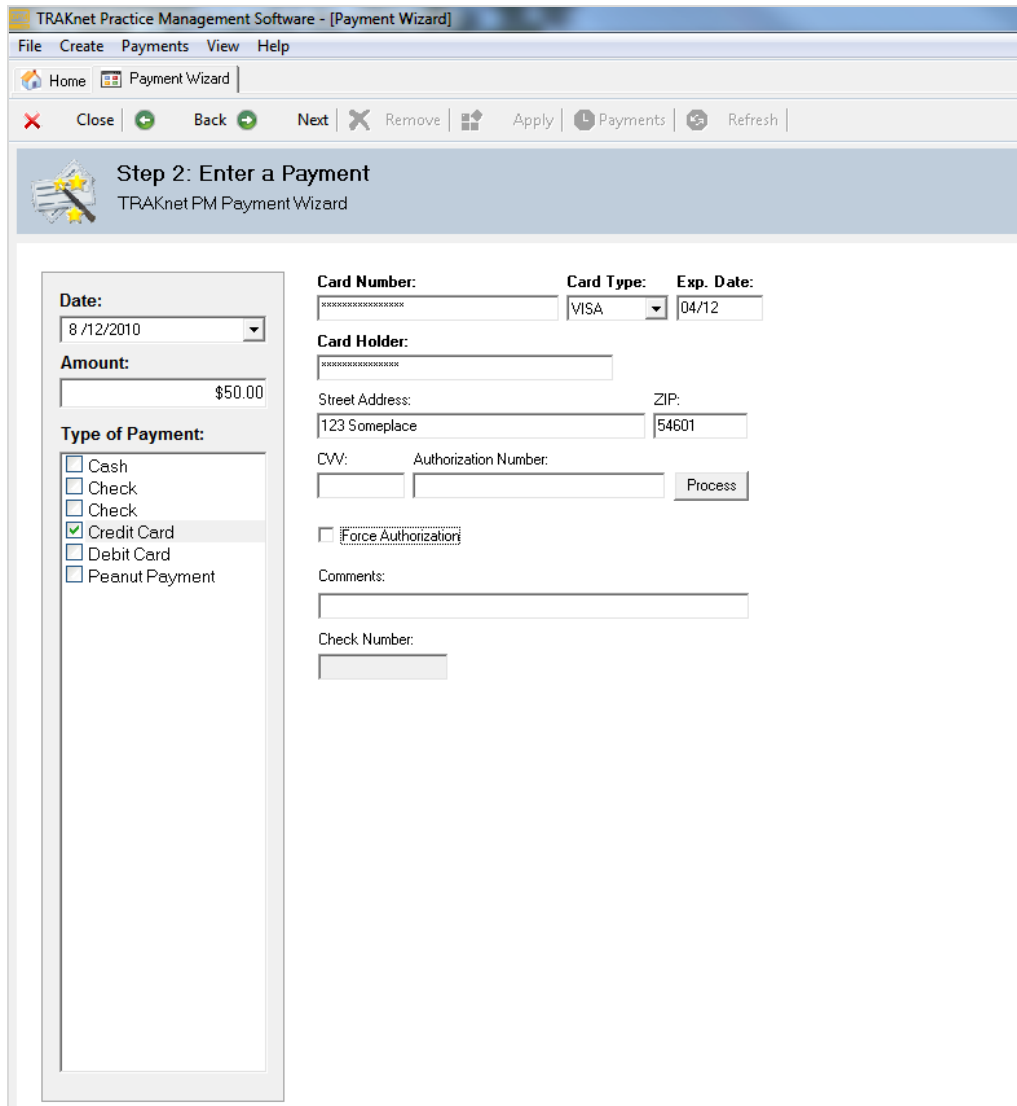
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ✕

46 items.

| Name | Generation | AcctNo | BirthDate | Phone | Address | City | State | ZIP |
|------|------------|--------|-----------|-------|---------|------|-------|-----|
|------|------------|--------|-----------|-------|---------|------|-------|-----|

- c) Click “Next”  at the top of the Payment Wizard.
- d) Enter the amount of the transaction.
- e) Select an option from “Type of Payment”.
- f) Slide the credit card through the reader.
- g) If you do not have a credit card reader, manually enter the data.

- h) When all fields are populated, click “Process” .



The screenshot shows the 'Step 2: Enter a Payment' screen of the TRAKnet PM Payment Wizard. The interface includes a menu bar (File, Create, Payments, View, Help) and a toolbar with buttons for Close, Back, Next, Remove, Apply, Payments, and Refresh. The main content area is divided into several sections:

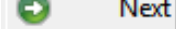
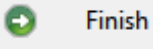
- Date:** A dropdown menu showing '8/12/2010'.
- Amount:** A text input field containing '\$50.00'.
- Type of Payment:** A list of payment types with checkboxes:
 - ☐ Cash
 - ☐ Check
 - ☐ Check
 - ☒ Credit Card
 - ☐ Debit Card
 - ☐ Peanut Payment
- Card Number:** A text input field with a masked value 'XXXXXXXXXX'.
- Card Type:** A dropdown menu showing 'VISA'.
- Exp. Date:** A text input field showing '04/12'.
- Card Holder:** A text input field with a masked value 'XXXXXXXXXX'.
- Street Address:** A text input field containing '123 Someplace'.
- ZIP:** A text input field containing '54601'.
- CW:** A text input field.
- Authorization Number:** A text input field.
- Force Authorization:** A checkbox labeled 'Force Authorization'.
- Comments:** A text input field.
- Check Number:** A text input field.

A 'Process' button is located next to the Authorization Number field.

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- 3) Once approved, click “Next”  at the top of the Payment Wizard.
- 4) Apply the payment to the appropriate charges.
- 5) Click “Finish” .

TRAKnet Practice Management Software - [Payment Wizard]

File Create Payments View Help

Home | Ole Olson | Payment Wizard

Close Back Finish Remove Apply Payments Refresh

Step 3: Apply Payment to Charges
TRAKnet PM Payment Wizard

Total Payment: \$100.00 Remaining Credit: \$100.00

☐ Show All

| Date | Patient | Code | Description | Responsibility Date | CoPay | Total | Remaining | Payment |
|-----------|------------|--------|-------------------------------|---------------------|-------|----------|-----------|---------|
| 4/23/2010 | Olson, Ole | 014119 | #417 MIDMARK CHAIR | 5/17/2010 | | \$40.00 | (\$60.00) | \$0.00 |
| 4/23/2010 | Olson, Ole | 11721 | Debridement of Toenails [...] | 5/17/2010 | | \$44.00 | (\$80.00) | \$0.00 |
| 4/27/2010 | Olson, Ole | 014119 | #417 MIDMARK CHAIR | 4/27/2010 | | \$40.00 | (\$70.00) | \$0.00 |
| 5/11/2010 | Olson, Ole | 20600 | Injection (Small Joint) | | | \$35.00 | \$6.50 | \$0.00 |
| 5/11/2010 | Olson, Ole | 28232 | Flexor Tenotomy (Open) | | | \$45.00 | \$45.00 | \$0.00 |
| 5/11/2010 | Olson, Ole | 97035 | Ultrasound (15min) | | | \$25.00 | \$25.00 | \$0.00 |
| 5/11/2010 | Olson, Ole | 11720 | Debridement of Toenails [...] | | | \$35.00 | \$35.00 | \$0.00 |
| 5/11/2010 | Olson, Ole | K0629 | Custom Molded Shoes | | | \$125.00 | \$125.00 | \$0.00 |
| 5/11/2010 | Olson, Ole | A4590 | Fiberglass Casting Materi... | | | \$50.00 | \$50.00 | \$0.00 |
| 5/11/2010 | Olson, Ole | 73650 | Calcaneal Radiographs (2 ... | | | \$25.00 | \$25.00 | \$0.00 |
| 5/11/2010 | Olson, Ole | 99272 | Confirmatory Consult (Lev... | | | \$100.00 | \$100.00 | \$0.00 |
| 5/11/2010 | Olson, Ole | 014119 | #417 MIDMARK CHAIR | | | \$40.00 | \$39.00 | \$0.00 |
| 5/11/2010 | Olson, Ole | 11721 | Debridement of Toenails [...] | | | \$44.00 | \$42.00 | \$0.00 |
| 5/18/2010 | Olson, Ole | 29540 | Strapping of Foot and/or ... | | | \$325.00 | \$325.00 | \$0.00 |
| 5/18/2010 | Olson, Ole | 99274 | Confirmatory Consult (Lev... | | | \$55.00 | \$55.00 | \$0.00 |
| 5/18/2010 | Olson, Ole | 11721 | Debridement of Toenails [...] | | | \$65.00 | \$65.00 | \$0.00 |
| 5/18/2010 | Olson, Ole | 131410 | #10 PERSONNA PLUS ST BLAD... | | | \$34.99 | \$34.99 | \$0.00 |
| 6/10/2010 | Olson, Ole | 29580 | Unna Boot | 8/9/2010 | | \$250.00 | \$250.00 | \$0.00 |
| 6/10/2010 | Olson, Ole | 97035 | Ultrasound (15min) | 8/9/2010 | | \$20.00 | \$20.00 | \$0.00 |
| 6/10/2010 | Olson, Ole | 28110 | Bunionette Osteotomy | 8/9/2010 | | \$34.00 | \$34.00 | \$0.00 |
| 6/14/2010 | Olson, Ole | 99274 | Confirmatory Consult (Lev... | 8/5/2010 | | \$55.00 | \$55.00 | \$0.00 |
| 6/14/2010 | Olson, Ole | 131410 | #10 PERSONNA PLUS ST BLAD... | 8/5/2010 | | \$34.99 | \$34.99 | \$0.00 |

Reporting

Every TRAKnet™ DPM user is enrolled in the **Recon \$olutions** suite of products. Recon \$olutions provides real time, secure web-based access to your transaction data and serves as a **central access point** for retrieving credit card processing information, transaction reporting and reconciliation data.

Details including your **login information** should have already been provided to you via **email from Chase Paymentech**.

- 1) To access your data, go to the Recon \$olutions login page.
- 2) Enter your User ID and password.
Note: Versatalis is unable to provide you with your password. If you have misplaced and/or forgotten it, you will need to click the “Forgot Your Password” link and enter your User ID and email address.
- 3) Once successfully logged into Recon \$olutions, go to “Virtual Transaction Manager” and choose “All Transactions” to see live open batches.
- 4) Choose a date range and select “Generate Report”.

If you are unable to view your open batches and/or have any trouble with the reporting tools, please contact Versatalis Payment Solutions at (888) 800-6219.

Support

Versatalis Payment Solutions, Inc.:

Phone: (888) 800-6219; M – F, 9am – 5pm MST

This support line should be your first call in regards to questions about your billing statement, assistance with Recon \$olutions, account setup and troubleshooting of your TRAKnet™ DPM/Versatalis Payment Solutions functionality.

TRAKnet™ DPM (BioMedix™):

Phone: (888) 889-8997; M – F, 7am – 7pm CST
Email: TRAKnetDPM@biomedix.com

This support line should be used for any problems you experience with TRAKnet™ DPM outside of processing credit card transactions.