

# Patient Credit Card User Guide

# 8.0

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To ensure the privacy and security of patient credit card information, Kroll has designated an area in the software for entering such information. Permission settings within the system can limit access to this area to certain groups of individuals within the pharmacy.



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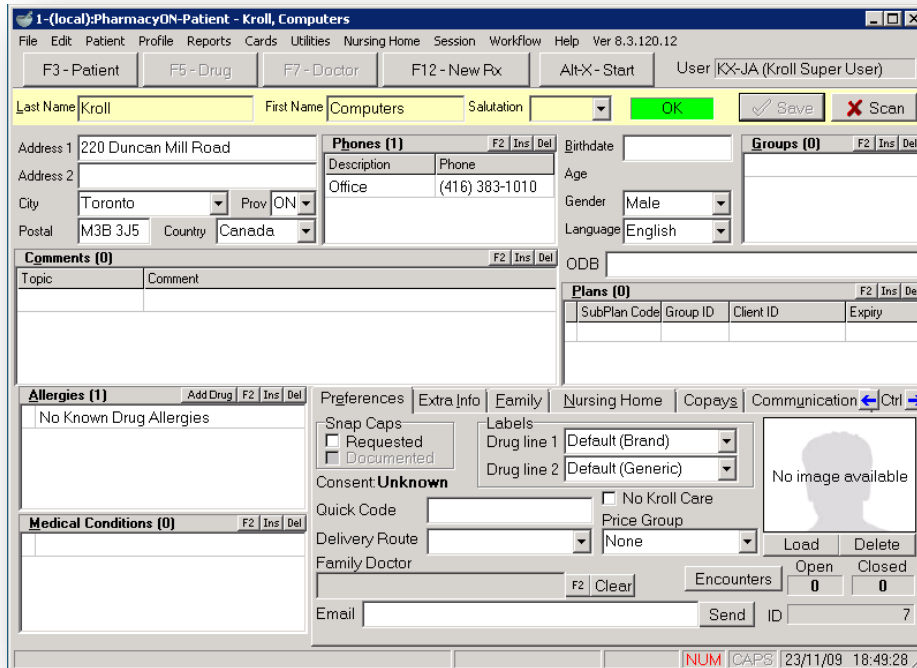
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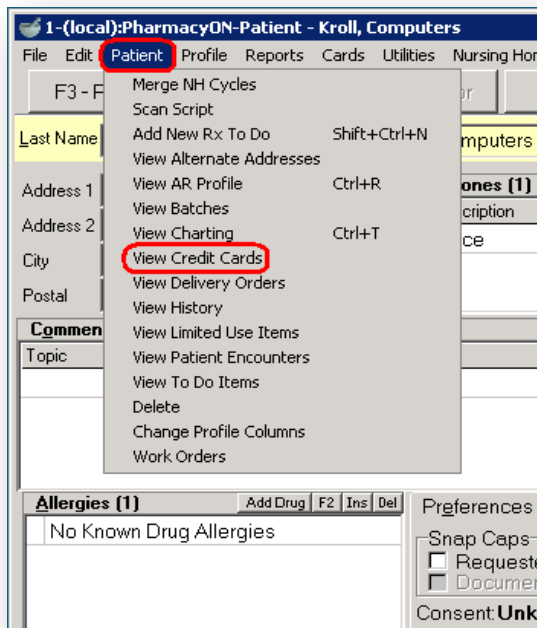
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## Viewing Patient Credit Card Information

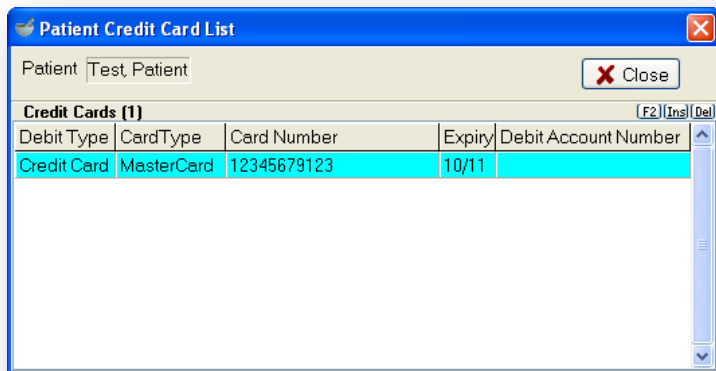
1. Search and access the patient card.



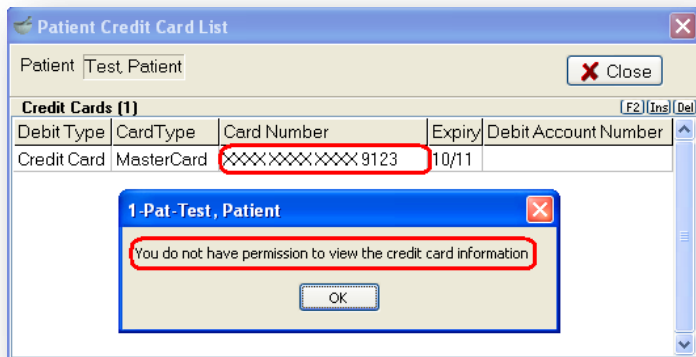
2. Bring down the patient drop down menu and click **View Credit Cards**.



3. The following **Patient Credit Card List** will appear.

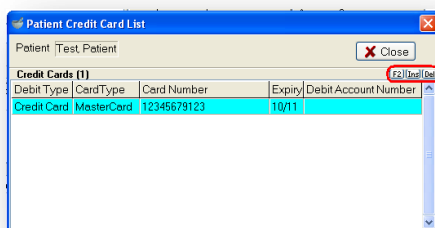


**NOTE:** Depending on who is logged into the Kroll session and the permission settings of that user, they may or may not have access to this area of Kroll. If they do NOT have permissions to view credit card information, the **Patient Credit Card List** will look as follows:



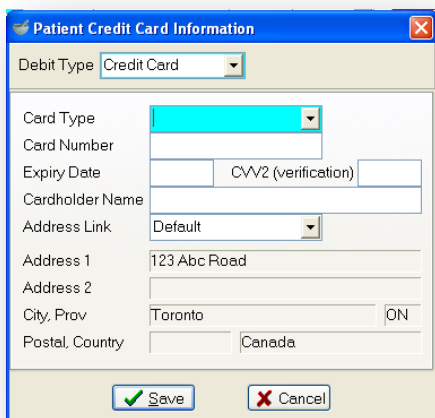
## Inserting Patient Credit Card Information

1. Access the **Patient Credit Card List** from **Patient** → **View Credit Cards** and click on the **INS** button to add a new credit card entry.



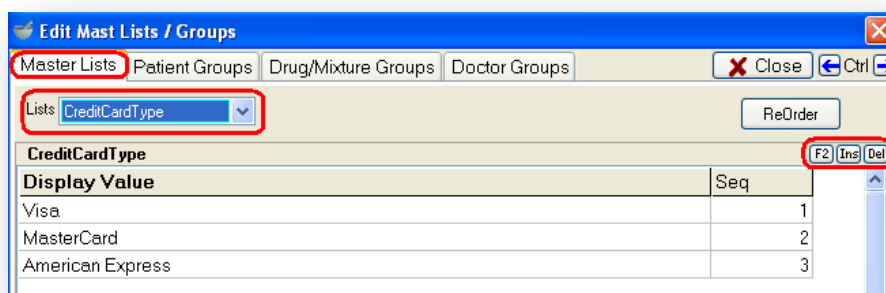
**NOTE:** The **F2** button will **Modify** an existing credit card entry.  
The **DEL** button will **Delete** an existing credit card entry.

2. Pressing **INS** will call up the following **Patient Credit Card Information** screen



- a. **Debit Type:** Select from Debit Card or Credit Card option
- b. **Card Type:** Select from American Express, Visa, MasterCard, etc.

**NOTE:** The credit cards listed in the drop down menu for **Card Type** can be configured to the cards accepted by the pharmacy in **Edit** → **Lists** → **Master List** → **Credit Card Type**

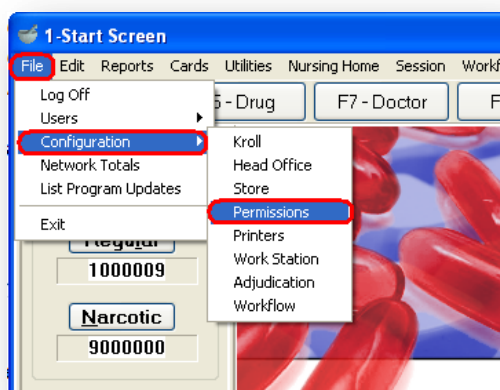


- c. **Expiry Date:** Enter the expiry date of the credit card
  - d. **CVV2 (Verification):** Enter the verification number at the back of the credit card
  - e. **Cardholder Name:** Enter the name listed on the credit card
  - f. **Address Link:** The default is set populate the patient’s address from the patient card
3. Press/Click **SAVE** to save changes

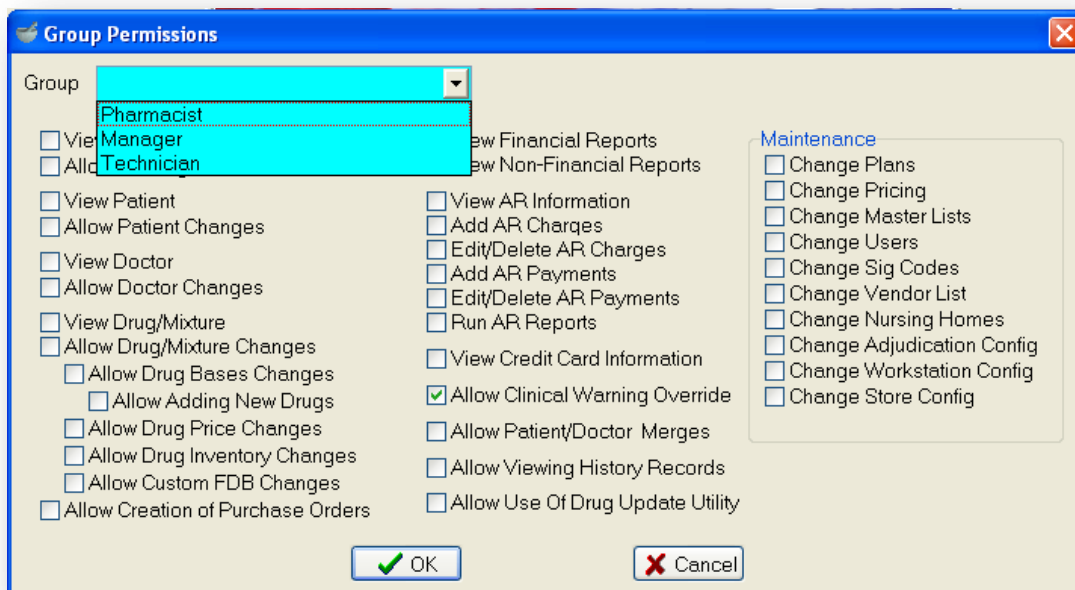
## Configuring Security Settings

Access to credit card information in Kroll can be limited to certain groups of individuals within the pharmacy. To do this, permission settings for **user groups** must be configured to allow or restrict access to credit card information.

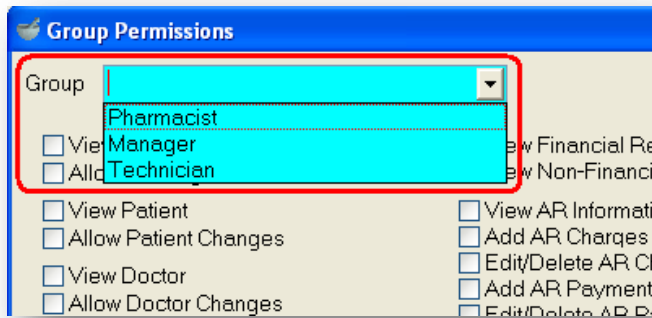
1. Access permission configurations in **File → Configurations → Permissions**



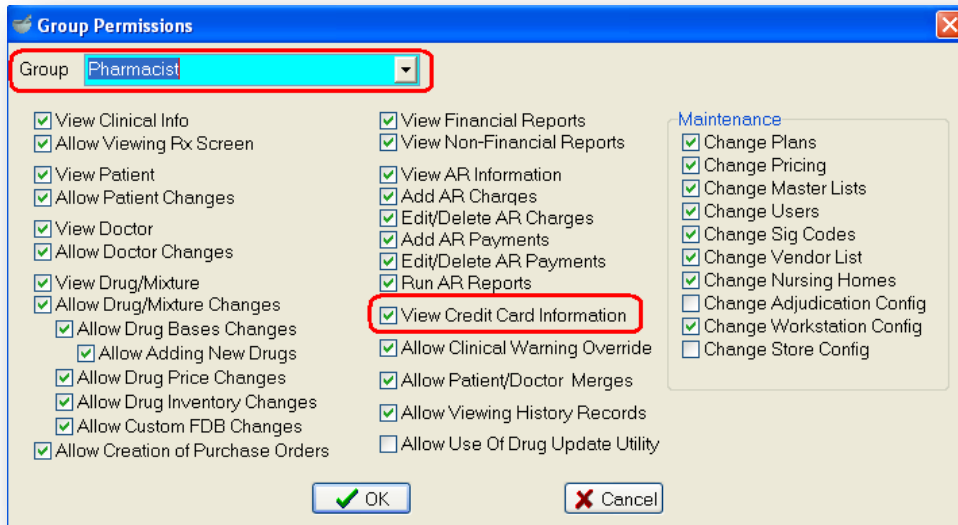
2. Login with Kroll initials and password to gain access to the **Group Permissions** screen:



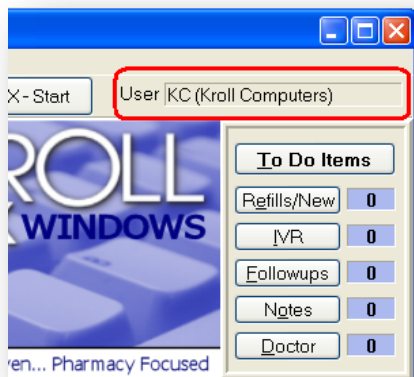
3. Select the **user group** from the drop down menu



4. To allow the **user group** to access credit card information, check **View Credit Card Information**. To restrict the **user group's** access to credit card information, uncheck **View Credit Card Information**.



**NOTE:** Access to **credit card information** will depend on the user that is logged into the Kroll session and their associated **user group**.



## **Kroll Helpdesk Information**

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