CHECK PROCESSING IN MOTIONMD

Please follow the instructions below to process a check payment in MotionMD. This workflow will replace the current process for payment collection through Rev Spring.

Processing the Check Payment:

1. Navigate to Enovis1PayNow Portal: CLICK HERE

2. Enter the patient's first and last name
3. Enter the Date of Birth
4. Enter the part number dispensed
5. Enter the amount as XX.XX
   5.1. If the patient is paying Time-of-Service for the product, select the TOS Price button and the price for the TOS payment will generate automatically
6. Enter the MotionMD PA ID#
7. Enter the name of the Ordering Physician
8. Enter the name of the individual who collected the payment
   8.1. Note: Please enter the name as it appears on the Enovis email. Example: John.Smith@enovis.com would read John Smith in the applicable field.
9. Check the "I'm not a robot" box
10. Click next

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11. The privacy notice will be provided at the bottom of the page

> **Privacy Notice.** The information you provide on this page, including your name and date of birth, constitutes Protected Health Information (PHI). This information is collected solely to accurately associate your payment with your patient record within our system. All data submitted is transmitted and stored securely in compliance with HIPAA and applicable privacy regulations. By proceeding, you acknowledge and consent to the collection and use of this information for this purpose.

12. The user will be taken to the Enovis Payment screen
13. Enter the email address and phone number of the patient and click Continue to Shipping Address
    Note: If using Google™ or Apple Pay™, the demographics for the shipping and billing address will link automatically to the payment and will not need to be completed manually.
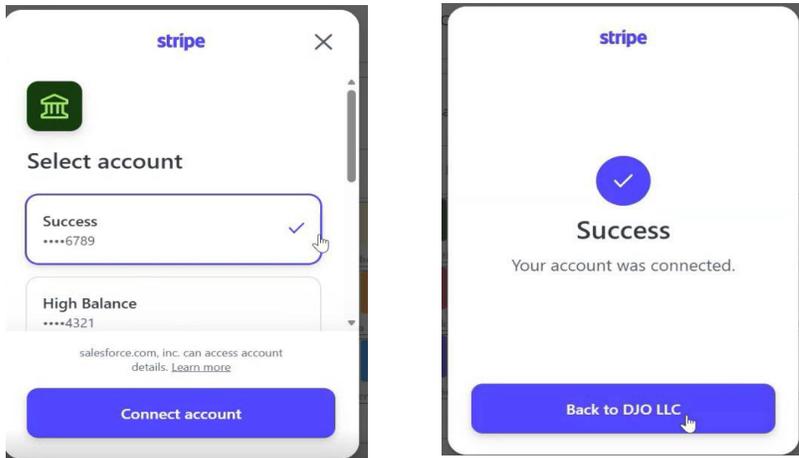14. Enter the shipping address/billing address information
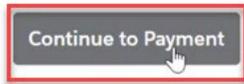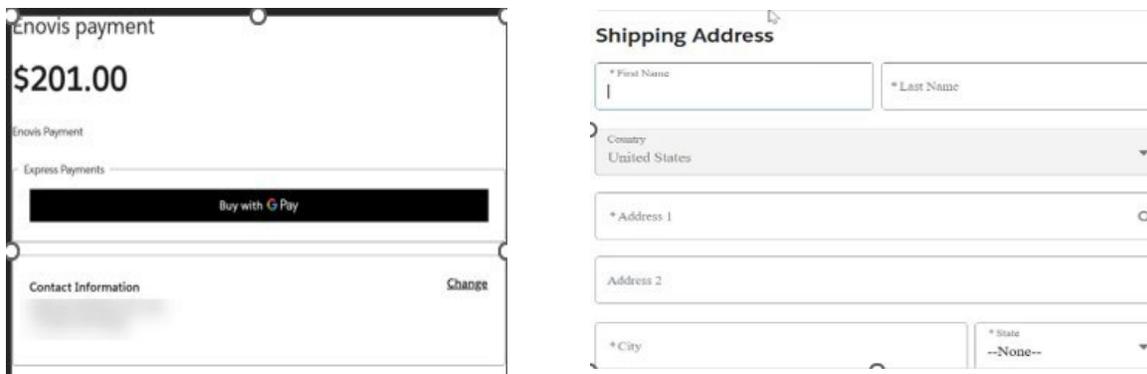
15. Click Continue to Payment
16. To pay by check, select the ACH/Back Account Option
17. Select the affiliated bank
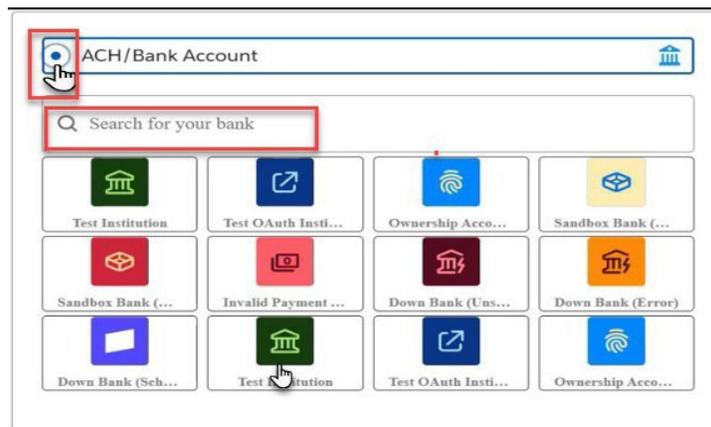
19. Enter the account information and select connect account. Once selected it will show as successful and users should select Back to DJO LLC to complete the payment.

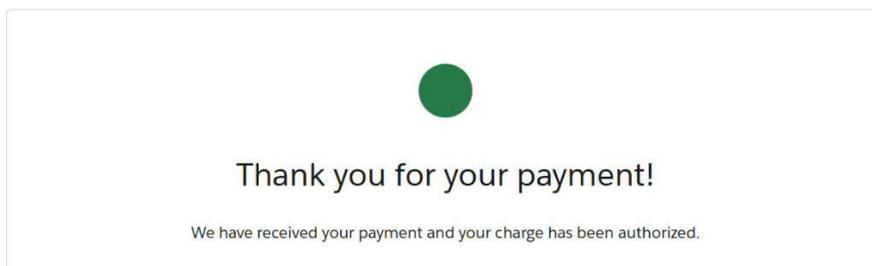20. The bank account will appear in the field

21. Check the box stating the billing information (cardholder's info) is the same as the shipping information and Submit Payment.

22. Payment has been completed

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Add Check Payment Details to MotionMD PA:

Save payment receipt and upload it to the MotionMD PA as an attachment. Add Patient Visible Note stating TOS/EPR payment was paid through the Enovis1PayNow portal.