

CS PracticeWorks Software

Enabling and Configuring CareCredit

This one-page job aid is designed for users with the highest level of security and provides instructions for enabling and configuring the CareCredit service.

To enable CareCredit:

- 1 Select **File > Preferences > CareCredit > Enable CareCredit**. You are prompted to configure providers.
- 2 Click **OK**.

To configure CareCredit providers:

- 1 Select **File > Preferences > CareCredit > Configure Providers**.



Note: A provider must be an AR administrator.

- 2 Select a provider and click **Edit**.
- 3 Enter the **Merchant Number**, **Practice Code**, and **Merchant Zip Code**, and click **Add Service**. A confirmation is displayed.



Note: Zip code information must be provided to submit a CareCredit application through PracticeWorks v7.10. The zip code must match the zip code used by the provider when signing up with CareCredit.

- 4 Click **OK**. The **Service Added** status for the provider is changed to **Yes**.
- 5 Repeat for each provider or production owner.



Note: You can also access this window from the **Other** tab of the **Employee Properties** window.

