

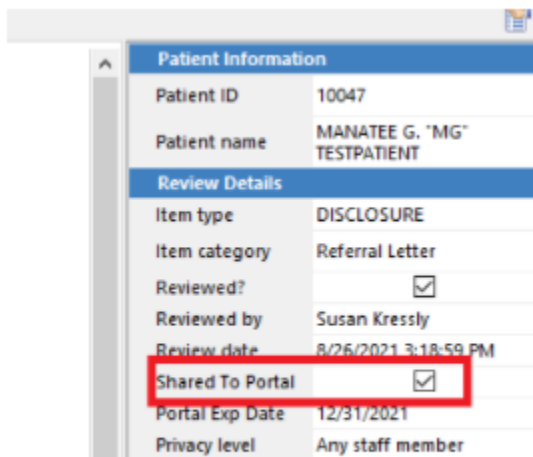
September 30, 2021 Portal Tips & Tricks

InteliChart Forms Functionality

Bill Pay Consent is currently the **only** form integration between OP and InteliChart. This functionality is available to practices that have OP Notify, the Portal, InstaMed Merchant Services, and Bill Pay. If your practice meets the criteria for this functionality, have your practice only use this form. [View this article](#) to see how to modify the Bill Pay Consent. For additional information on the Bill Pay feature, [review the Bill Pay Overview](#).

Unsharing a Document to the Portal

If your practice team mistakenly shares the wrong document to the portal, you can simply “unshare it” by unchecking the **Shared to Portal** checkbox.



Patient Information	
Patient ID	10047
Patient name	MANATEE G. "MG" TESTPATIENT
Review Details	
Item type	DISCLOSURE
Item category	Referral Letter
Reviewed?	<input checked="" type="checkbox"/>
Reviewed by	Susan Kressly
Review date	8/26/2021 3:18:59 PM
Shared To Portal	<input checked="" type="checkbox"/>
Portal Exp Date	12/31/2021
Privacy level	Any staff member

**To unshare to portal,
uncheck the box above**