

Patient Portal: Bill Pay

A quick reference guide
for parents

The screenshot shows the 'Pay Bills' section of a patient portal. At the top, it displays 'Estimated Total' as \$362.00 and '# of Bills' as 2. Below this, there are two profile icons under 'My Associations', one of which is checked. A 'Manage Payment Methods' link and a 'Print' icon are also visible. The main content is a table of bills with columns for Date Received, Name, Type, Practice, and Balance. Two bills are listed: one for JASON TEST on 08/10/20 for \$97.00, and one for MADDISON TEST on 08/04/20 for \$265.00. Each bill has a 'MAKE PAYMENT' button and an information icon. Callouts provide details: the total balance, number of bills, list of payment methods, associated accounts, detailed bill info, and the payment button.

Estimated Total **\$362.00**

of Bills **2**

My Associations

MADDISON TEST

Associated accounts; checkmark indicates the patient has a balance

List of stored cards with options to delete or change the primary payment method

Total patient balance for all associated accounts

Total number of bills listed in the Pay Bills section

Manage Payment Methods Print

Pay Bills

Payments submitted below will be processed as individual transactions.

Date Received	Name	Type	Practice	Balance	
08/10/20	JASON TEST	Child/Dependent		\$97.00	MAKE PAYMENT
08/04/20	MADDISON TEST	Child/Dependent		\$265.00	MAKE PAYMENT

Detailed info about the bill

Button selection to make a patient payment

Make a Payment on the Portal

1 After logging in, click **Pay My Bill** from the homepage or from the Billing menu in the Navigation Panel.

2 Click **Make Payment** for the patient whose balance you are paying.

If you are making payments for multiple children, you'll need to do this for each child individually.

3 Enter the **Payment Amount and Information**.

If this is your first payment or to add a new payment method, select **New Payment Method**.

TIP: Select **Email me a receipt** to have your receipt emailed to you at the address listed.

4 Click **Continue Processing Payment**.

If you chose to use a previously used Payment Method, your payment is automatically processed for the amount you entered. You're all done!

If you chose to add a new method, enter the **Card Number** and **Expiration Date**, click **Submit**, and complete the **Billing Address** info.

TIP: Select **Store this card for future payments** and **Make this my primary payment method** to save the card and make it your default to be listed for next time.

When all of the info is entered, click **Complete** to submit your transaction.

If you have any questions about payments made via the portal, please contact the practice.