

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 labeled 'MADDISON TEST'. 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 additional context: 'Total patient balance for all associated accounts' points to the \$362.00; 'Total number of bills listed in the Pay Bills section' points to the number 2; 'List of stored cards with options to delete or change the primary payment method' points to the 'Manage Payment Methods' link; 'Associated accounts; checkmark indicates the patient has a balance' points to the profile icons; 'Detailed info about the bill' points to the information icon on the first bill; and 'Button selection to make a patient payment' points to the 'MAKE PAYMENT' button.

Estimated Total **\$362.00**

of Bills **2**

My Associations

MADDISON TEST

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

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.