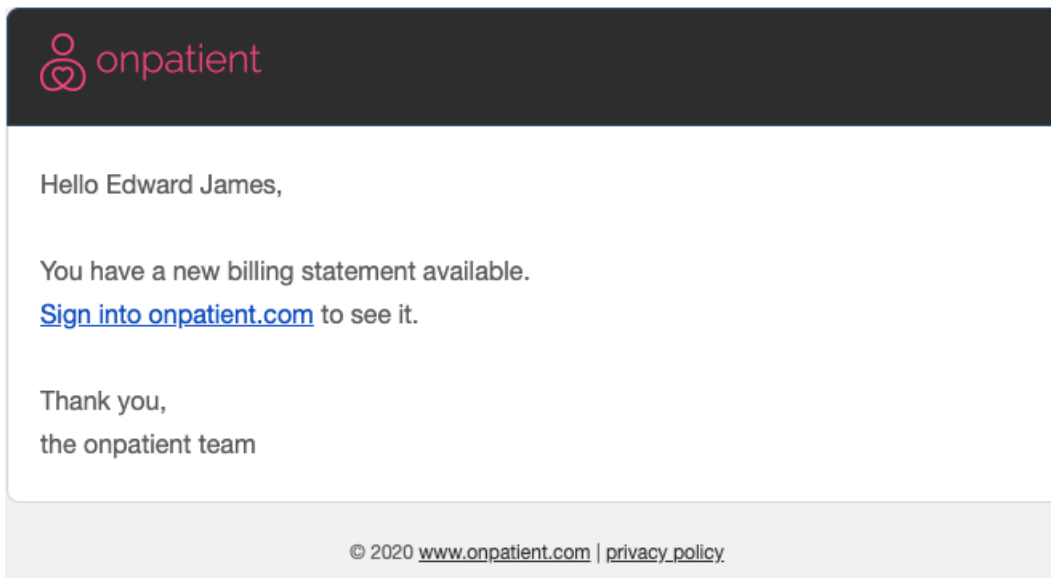


# Paying patient statements through the OnPatient portal

07/24/2024 7:20 pm EDT

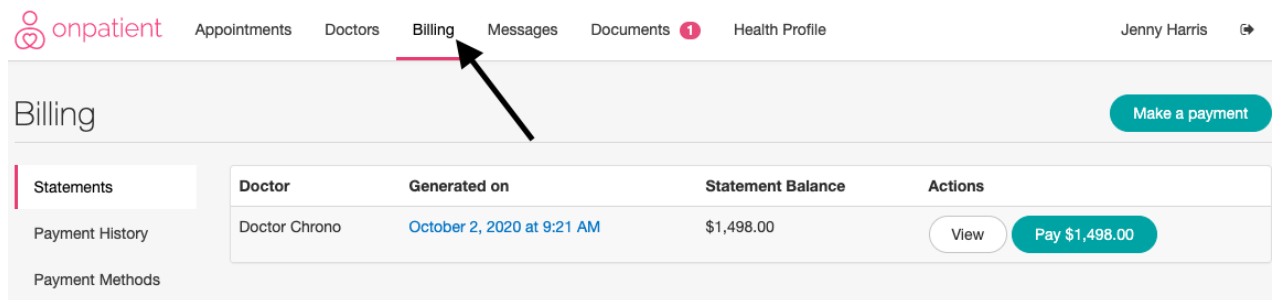
Your patients can easily pay their outstanding bills through their OnPatient portal.

This is a sample of how an invoice would look to a patient when received through their OnPatient portal:



This is how a patient would access a statement in their OnPatient Portal.

- Log into [OnPatient](#) and select **Billing**. Click **Pay** to pay the statement if there is a credit card saved to the account. Or click **Payment Methods** to add a card.



- When you click **Pay** a prompt will appear to use a card on file or enter one-time payment information. To proceed with the card on file click **Pay**.

## Pay Statement



### Doctor

Doctor Chrono



### Card

VISA



### Amount

\$ 1498.00

Enter one-time payment information

Cancel

Pay \$1,498.00

- If one-time information is chosen, a prompt to add card and billing information will appear. When finished, click Pay.

## Pay Statement



### Doctor

Doctor Chrono



### Amount

\$ 1498.00

Card Details

Billing Information

Card number

.....

CVV

CVV

Expiration

MM/YY

Zip Code

55555

powered by Square

Use a saved card

Cancel

Pay \$1,498.00

- To save a card for future payments, enter the card and billing information and click **Save Card**. Once the card is on file, it can be used for payments.

The screenshot shows the 'Billing' section of the onpatient website. At the top, there are navigation links for 'Appointments', 'Doctors', 'Billing' (highlighted), 'Messages', 'Documents', and 'Health Profile'. The user's name 'Jenny Harris' is in the top right. Below the navigation, there's a 'Billing' header with a 'Make a payment' button. On the left, there are tabs for 'Statements', 'Payment History', and 'Payment Methods' (selected). The main content area is divided into 'Select a Doctor' (set to 'Doctor Chrono') and 'Add a Card'. The 'Add a Card' form includes fields for 'Name on card' (John Doe), 'Card number' (masked), 'CVV', 'Expiration' (MM/YY), 'Zip code' (55555), and 'Email' (email@example.com). Below these are 'Billing Address' fields: 'Street Address Line 1', 'Street Address Line 2 (optional)', 'City', 'State/Province', 'Country' (dropdown), and 'Zip Code'. A 'Save Card' button is at the bottom right. To the left of the 'Add a Card' form is a 'Saved Cards' table with columns 'Card', 'Name', and 'Expiration'. It contains one entry with a masked card number and a red 'Remove' button. An arrow points from the 'Payment Methods' tab to this table.

- Once one-time payment information is entered or there is a saved card on file, it is ready to make a payment. Click **Pay** to continue.

## Make Payment ×

### Doctor

### Card

### Amount

[Enter one-time payment information](#)

Cancel
Pay \$1.00

- Next, click the **Confirm** button. Please note: If you do not click this button the payment will not complete successfully.

## Pay Statement



Your saved card ending in [REDACTED] will be charged \$1.00 to James Smith.

Back

Confirm

- Congratulations, your payment went through!

## Make Payment



Successfully paid

\$1.00.

Done

Paid \$1.00