

How to Add/Save Credit Cards and Make Payments in Onpatient for DrChrono Payments

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How to Add and Save a Credit Card in Onpatient

To save a credit card in Onpatient, log into your account, click the **Billing** tab at the top, and then select **Payment Methods** from the menu on the left side of the screen.

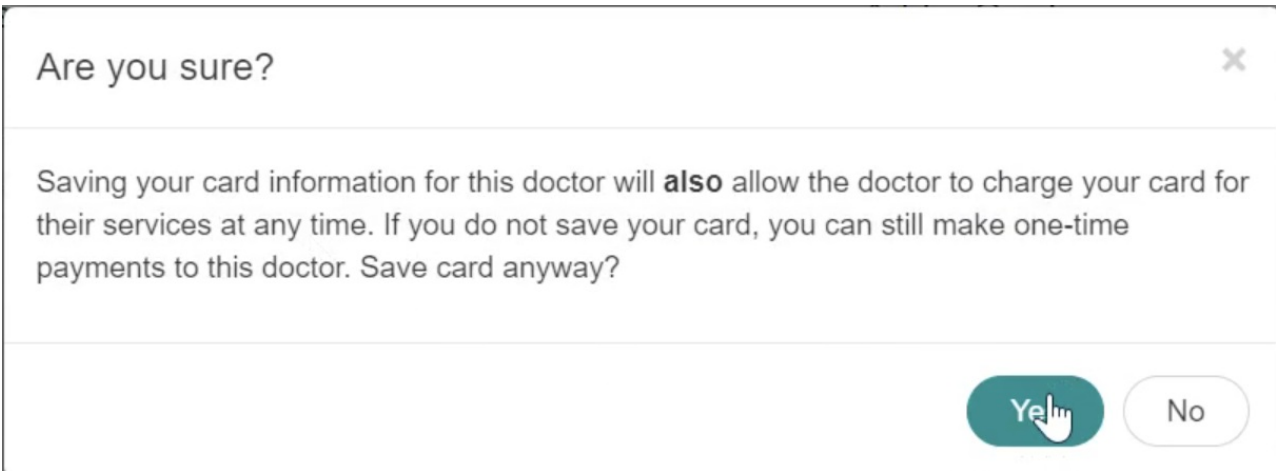
The screenshot shows the Onpatient Billing interface. At the top, there are navigation tabs: Appointments, Doctors, Billing (highlighted with a red arrow), Messages, Documents, and Health Profile. The user's name, Dr. Name, is visible in the top right. The main content area is titled 'Billing' and includes a 'Make a payment' button. On the left, there is a sidebar menu with 'Payment Methods' selected (indicated by a red arrow). The main area shows a 'Select a Doctor' dropdown set to 'Dr. Mark Williams, Jr.' and a 'Saved Cards' table with the text 'No payment methods saved'. To the right is the 'Add a Card' form with fields for Card number, MM/YY, CVV, Name on card (John Doe), Email (email@example.com), and Billing Address (Street Address Line 1 and Street Address Line 2 (optional)).

The **Payment Method** screen shows the doctor to whom you are providing payment as well as any saved cards.

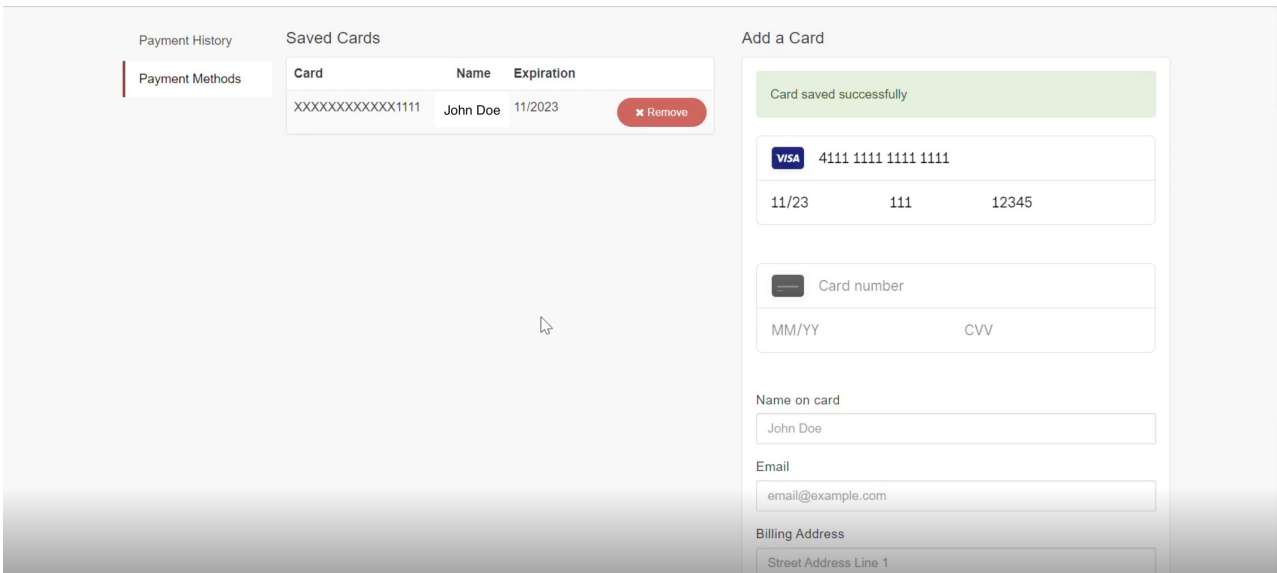
To add a new card, fill out the card details on the right and click **Save Card**:

This screenshot shows the 'Add a Card' form with the following details filled in: Card number: 4111 1111 1111 1111 (Visa); MM/YY: 11/23; CVV: 111 12345; Name on card: John Doe; Email: johndoe@email.com; Billing Address: P.O. Box 20010; City: Nashville; State: Tennessee; Country: (dropdown menu); Zip Code: (input field). A 'Save Card' button is visible at the bottom right.

After clicking **Save Card**, the following confirmation prompt will appear:



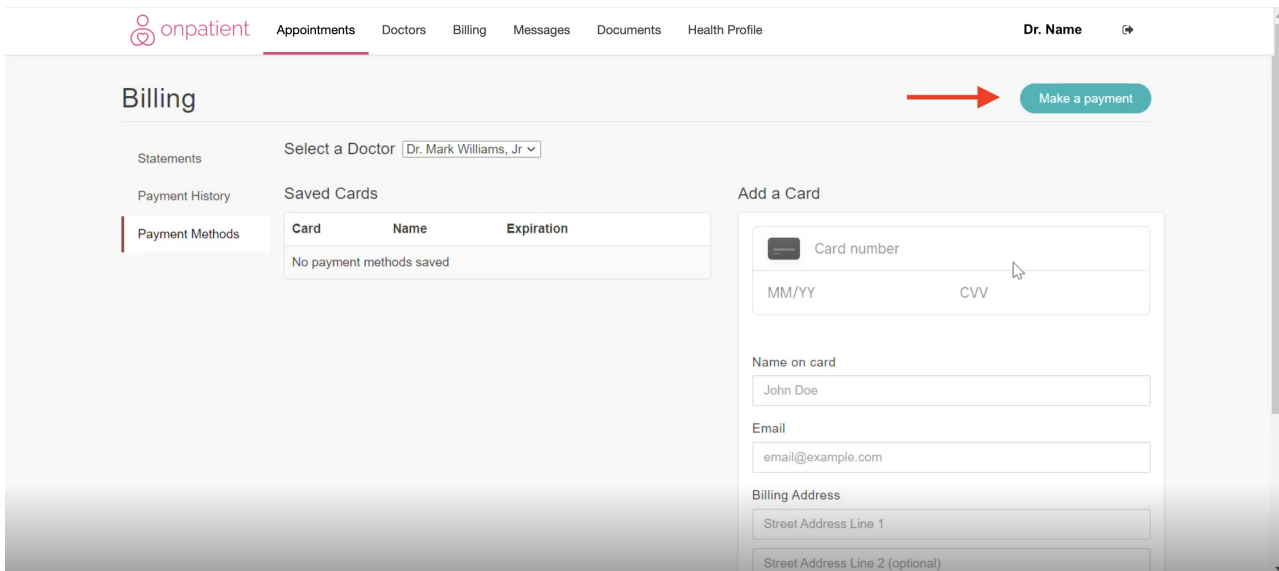
After clicking the green **Yes** button, a green banner will appear below **Add a Card** to confirm that the card has been saved successfully:



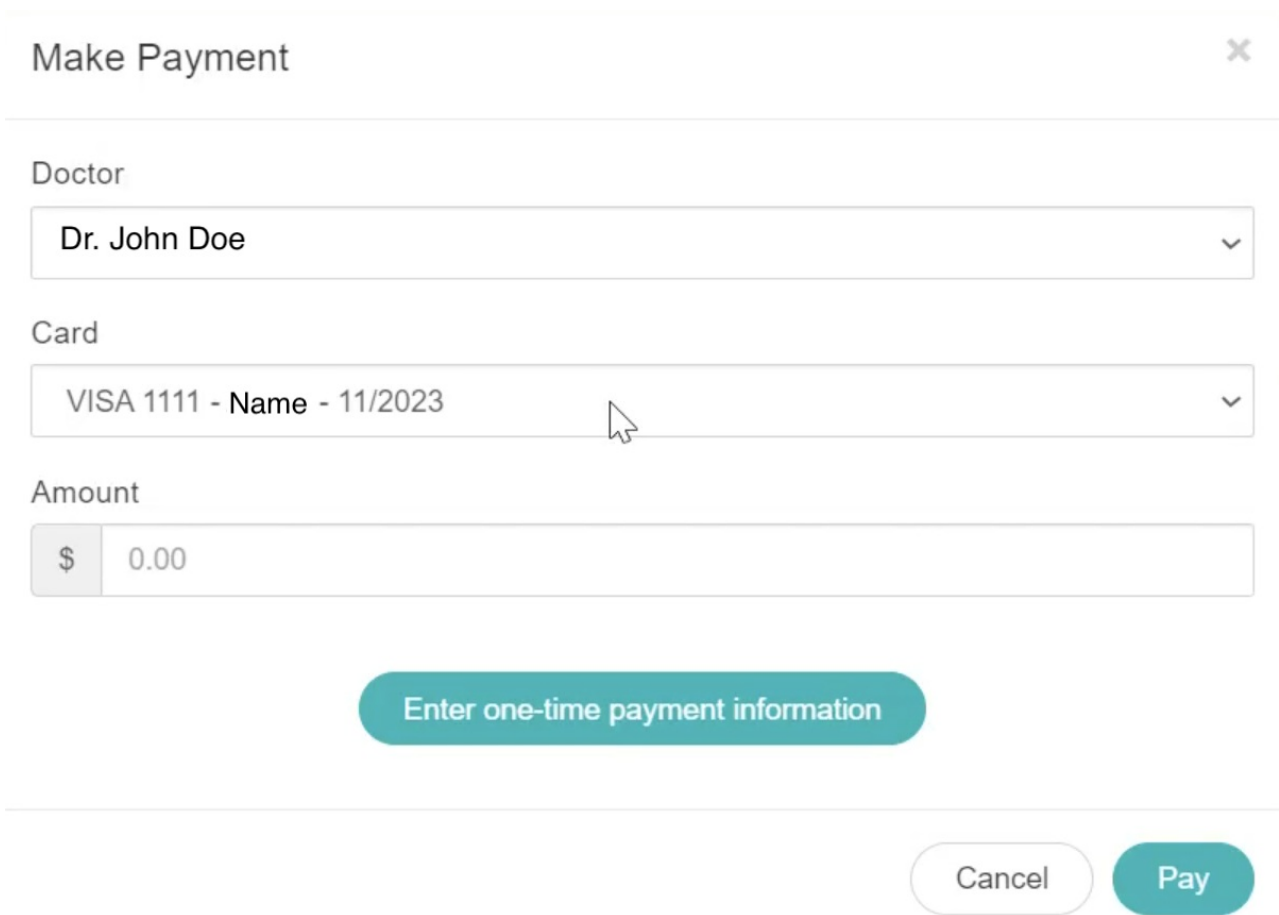
If you do not wish to save a card, see the **Note** at the end of this article.

How to Make a Payment in Onpatient

From the **Billing > Payment Method** screen, click the green **Make a Payment** button in the top right:



After clicking **Make a Payment**, the following screen will appear:



On this screen, you can select the doctor receiving payment, the saved card that you wish to use and the amount to be paid. Finally, click the green **Pay** button at the bottom right and your payment will be processed.

Note: If you do not wish to save credit cards on your Onpatient account, you have the option to click the **Enter one-time payment information** button instead to make a payment.