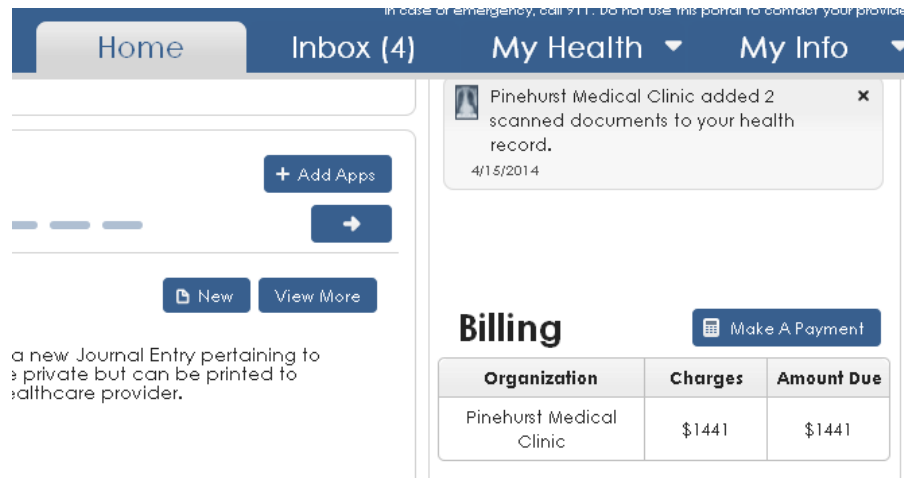
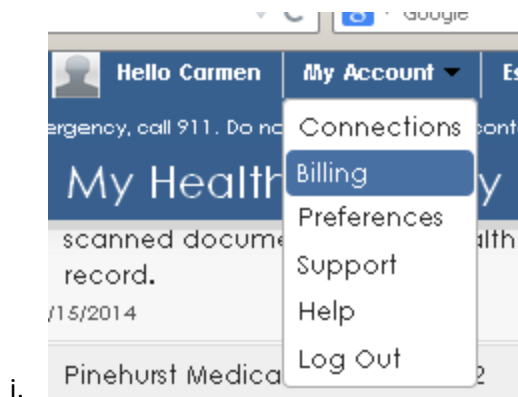


# How to Make Online Bill Payment

1. From the HOME screen, locate the Billing section and select **Make a Payment**

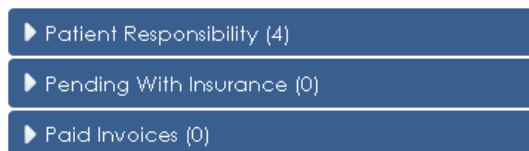


- a.
- b. You can also access it from My Account -> Billing



2. This opens the Billing page that will show any outstanding balances whether they are Patient Responsibility, Pending with Insurance or Paid Invoices. OPEN the Patient Responsibility section if not already open

## Billing



- a.

# How to Make Online Bill Payment

**Billing** Select an Organization: Pinehurst Medical Clinic Expand All

▼ Patient Responsibility (4)

Pay All Invoices

	Date	Invoice	Patient	Provider	Procedure	Charges	Due Now
<input type="checkbox"/>	5/22/2014	8634656	CARMEN, TEST	MICHAEL A ANTIL MD	OV ESTAB EXPANDED	\$114	\$114
<input type="checkbox"/>	5/15/2014	8612706	CARMEN, TEST	MICHAEL A ANTIL MD	OV ESTAB EXPANDED	\$114	\$114
<input type="checkbox"/>	5/15/2014	8612707	CARMEN, TEST	MICHAEL A ANTIL MD	EKG W/ INTERP 12 LEA...	\$88	\$88
<input type="checkbox"/>	5/15/2014	8612708	CARMEN, TEST	MICHAEL A ANTIL MD	ECHO 2D W DOPP & CF	\$1125	\$1125

Pay Now **Amount Due Now: \$1441**

b.

3. Check the box beside the invoice that you want to pay

**Billing** Select an Organization: Pinehurst Medical Clinic Expand All

▼ Patient Responsibility (4)

Pay All Invoices

	Date	Invoice	Patient	Provider	Procedure	Charges	Due Now
<input checked="" type="checkbox"/>	5/22/2014	8634656	CARMEN, TEST	MICHAEL A ANTIL MD	OV ESTAB EXPANDED	\$114	\$114
<input type="checkbox"/>	5/15/2014	8612706	CARMEN, TEST	MICHAEL A ANTIL MD	OV ESTAB EXPANDED	\$114	\$114
<input type="checkbox"/>	5/15/2014	8612707	CARMEN, TEST	MICHAEL A ANTIL MD	EKG W/ INTERP 12 LEA...	\$88	\$88
<input type="checkbox"/>	5/15/2014	8612708	CARMEN, TEST	MICHAEL A ANTIL MD	ECHO 2D W DOPP & CF	\$1125	\$1125

Pay Now **Amount Due Now: \$1441**


a.

4. If you input less than the DUE NOW balance and get an error, you will have to contact the Billing office and request to be put on a payment plan

# How to Make Online Bill Payment

5. Select PAY NOW to make a payment. The Payment screen appears.

**Payment Information**



Card Number:  \* (enter number without spaces or dashes)

Expiration Date:  \* (m.myy)

**Billing Information**

Customer ID:

First Name:  Last Name:

Company:

Address:

City:

State/Province:  Zip/Postal Code:

Country:


Email:

Phone:

Fax:

- a.
- b. Input your credit card info to make a payment

6. You will be emailed a receipt.

 Pinehurst Medical Clinic, Inc.

Invoice	Amount
8639550	\$1.00
Total	\$1.00

Receipt Number: 6199404703  
Authorization Code: 6199404703  
Current Date: 5/23/2014  
MRN Number:

[Print Receipt](#)

- a.