

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.

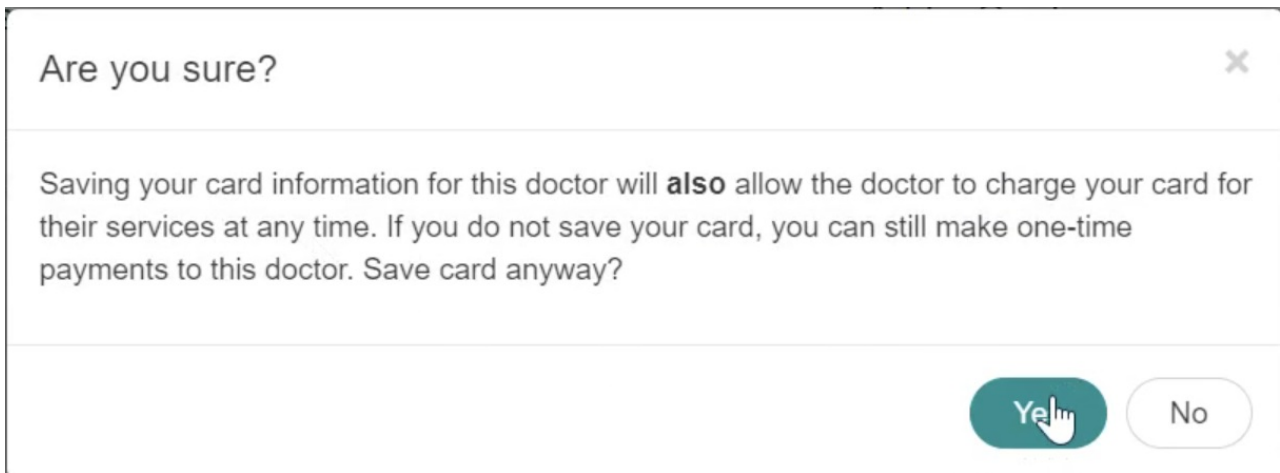
The screenshot shows the Onpatient web interface. At the top, there is a navigation bar with tabs: Appointments, Doctors, Billing, Messages, Documents, and Health Profile. The 'Billing' tab is selected and highlighted with a red arrow. Below the navigation bar, the 'Billing' section is visible. On the left, there is a sidebar menu with options: Statements, Payment History, and Payment Methods. The 'Payment Methods' option is selected and highlighted with a red arrow. The main content area shows a 'Select a Doctor' dropdown menu with 'Dr. Mark Williams, Jr.' selected. Below this, there is a 'Saved Cards' section with a table that currently contains no data. To the right of the 'Saved Cards' section is the 'Add a Card' form. The form includes fields for Card number, MM/YY, CVV, Name on card, Email, 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.

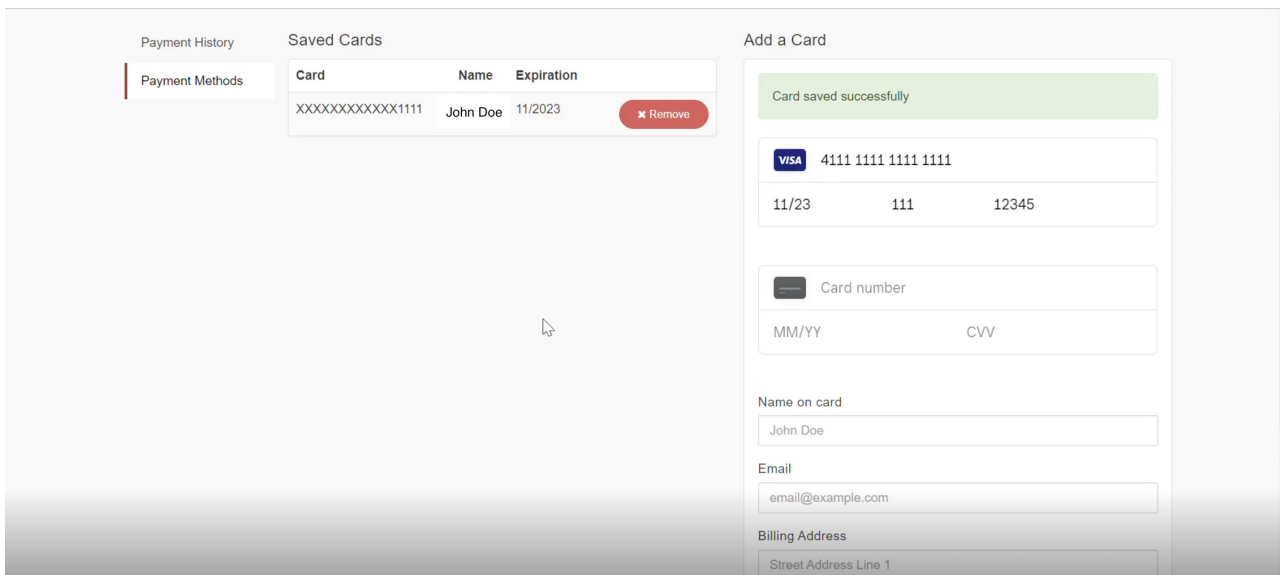
To add a new card, fill out the card details on the right and click **Save Card**:

The screenshot shows the 'Add a Card' form with sample data filled in. The form includes fields for Card number (4111 1111 1111 1111), MM/YY (11/23), CVV (111), Name on card (John Doe), Email (johndoe@email.com), and Billing Address (P.O. Box 20010, Nashville, Tennessee, Country, Zip Code). A 'Save Card' button is visible at the bottom right of the form.

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



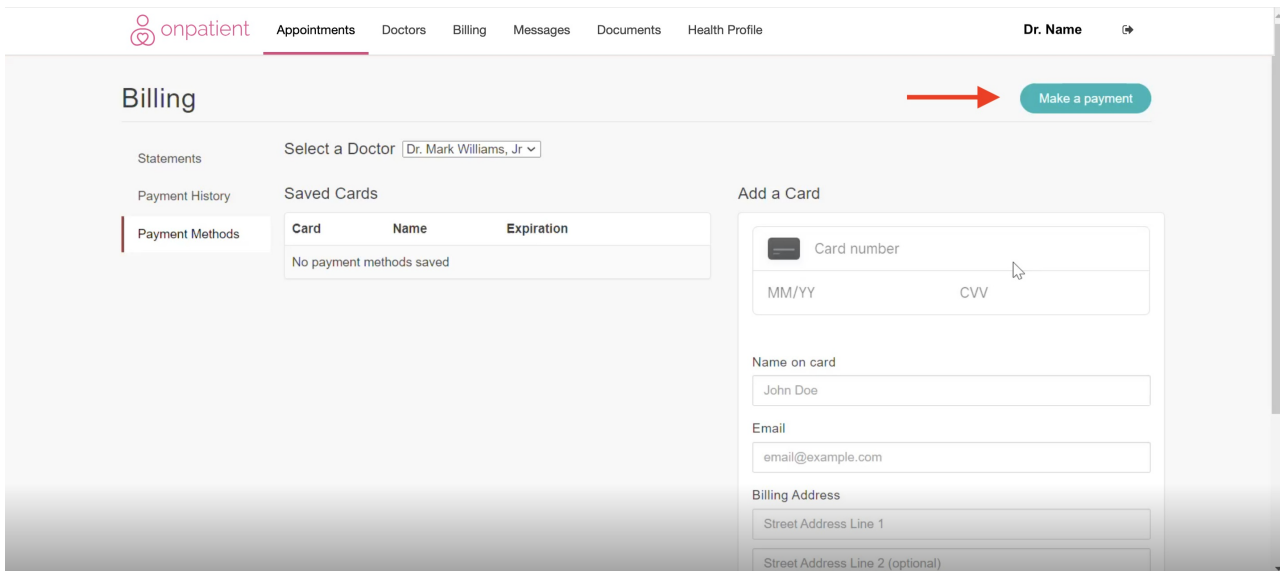
After clicking the green **Yes** button, a green banner will appear below **Add a Card** to confirm that the card has been saved successfully:



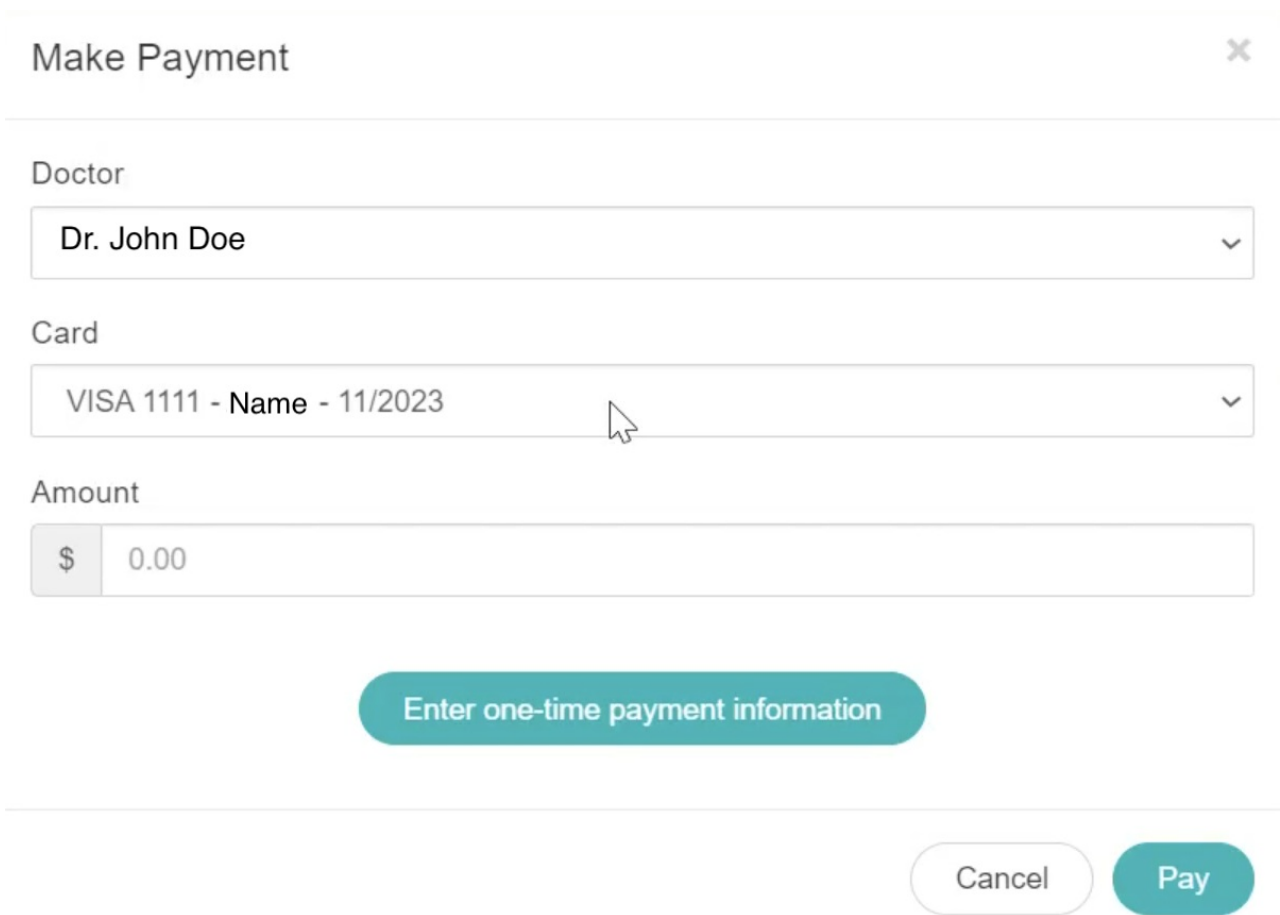
*If you do not wish to save a card, see the **Note** at the end of this article.*

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.