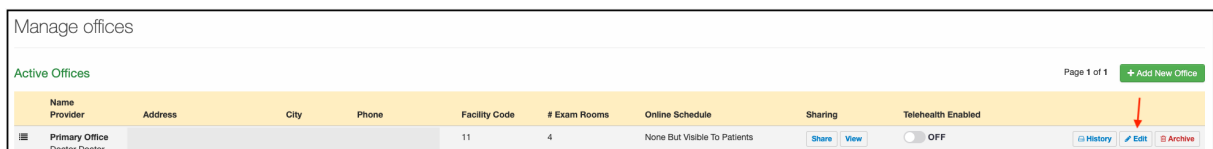


How Do I Use an Alternative Pay to Address on Patient Statements?

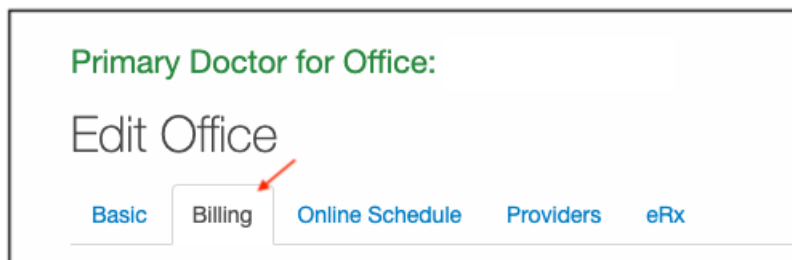
Last modified on 11/07/2024 10:50 am EST

Please follow the below instructions to use an alternative pay-to/remit-to address on the patient statement. You would use this option if you do not want patient payments coming directly to your office. They could be directed to an alternate, perhaps the billing office instead.

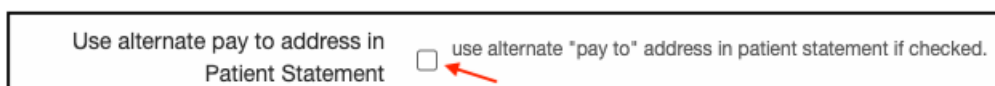
1. Hover your cursor on Account and select **Offices**.
2. Press **Edit** corresponding to the office.



3. Select the **Billing** tab.

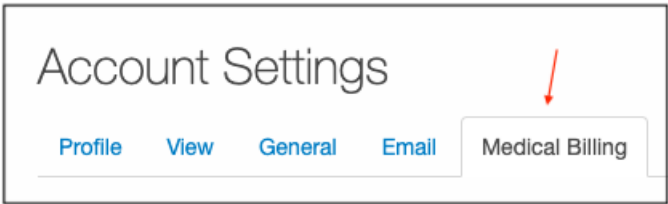


4. Scroll down and check the box **Use alternate pay to address in Patient Statement**. Address fields will open to allow you to enter the alternative address.



5. Hover over the **Account** on the top tool bar and select **Provider Settings**.

6. Under the **Medical Billing** tab, scroll down to **Patient Statement** settings and choose the office from the **Pay to Address** dropdown > Click on **Save**. If the address is not an existing office location, you can add a *Patient Statement Remit Address* office as a placeholder to use for this purpose.



Patient Statement

Business Logo Include Business Logo in patient statements.

Pay to Address patient pay to address | District of Columbia | DC | 20009

Use Office Name Use the Practice Official Name (if available) for patient statement and payment receipt.

Pay CC by Call Show "To pay by credit card, call [office number]" in patient statement.

Credit Card Accepted Visa
 Mastercard
 Discover
 American Express

The office that you select from the Pay to Address field will populate in the patient statement.

	Red sun 1001 N Rengstorff Ave # 200 Mountain View, CA 94043	Statement ID: 69235-56933679-PREVIEW		
		Statement Date	Pay This Amount	Chart ID
			\$54.00	DJPE000001
		SHOW AMOUNT PAID HERE:	\$	

MAKE CHECKS PAYABLE / REMIT TO:

Red sun
12 Rouge road suite103
Mountain View, CA 94040

For questions about billing, call . To pay by credit card, call .

Please detach and return top portion with your payment.

This will allow your patient to see the address of the office they visited on the top left, as well as a separate address to mail payments on the right.