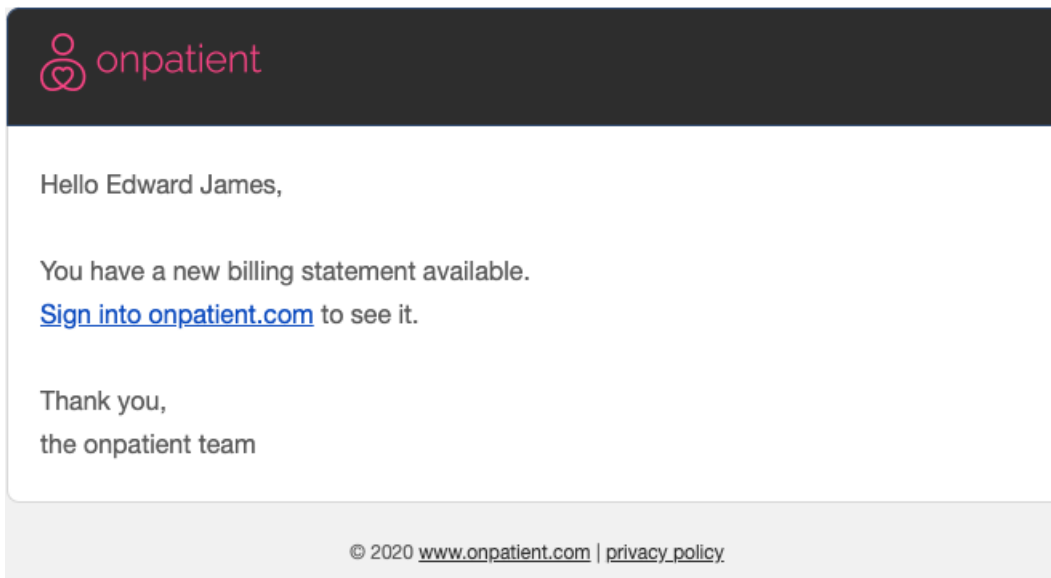


Paying patient statements through the OnPatient portal

07/08/2024 7:50 pm EDT

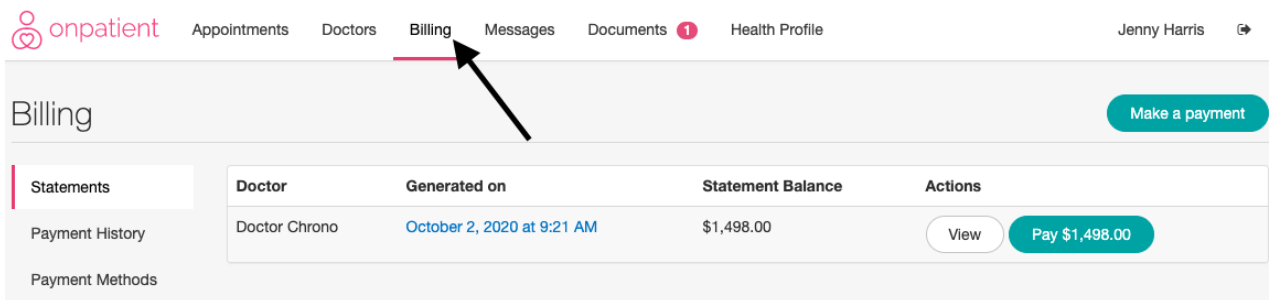
Your patients can easily pay their outstanding bills through their OnPatient portal.

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.

- 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