MyChart Billing

MyChart Billing can be used to pay bills, set-up payment plans, update paperless billing statements, as well as view payments, statements, and billing letters. Note that bill pay functions only for practices that use Instamed for credit card processing.

Try it Out

Pay a Bill

□ From the menu, select **Billing Summary**

□ Select **Pay Now**
Elect to pay the amount due or enter a specific amount to pay. If you enter a specific amount, you can Apply Automatically or Choose a Specific Visit to Pay. When selections are complete, click Next.
Select a payment method and click **Next**.

Enter payment information and click **Next**. You can also elect to save the payment method for future use.
Review payment information and click **Submit**.
Set Up a Payment Plan

Payment Plans can be initiated from multiple locations in MyChart. The maximum number of payments is 10 for balances for over $100 or 5 for balances under $100.

- Click **Set-Up Payment Plan**

Billable Summary

**Longwood Pediatrics**
Physician Services
Guarantor #2487 (Tufts Mom Statement One)
Patients included: Aaron

Your Balance $214.00
Can’t pay all at once?
Sign up to pay $35.67 per month.

PAY NOW

SET UP PAYMENT PLAN

Last paid: $33.00 on 12/27/2016

View account

- Enter a payment amount and date of payment and click **Next**

Sign Up for a Payment Plan

1. Choose a monthly amount

<table>
<thead>
<tr>
<th>How much do you want to pay per month towards your outstanding balance of $214.00?</th>
<th>On which day of the month would you like your payments to be made?</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35.67</td>
<td>15</td>
</tr>
</tbody>
</table>

This monthly amount will require you to make 6 payments until you pay off your balance in April 2021.
Enter payment information, click **Save Payment Information**, and click **Next**

2. How would you like to pay?

Enter payment information

We accept payments via the following credit card brands: **VISA**

* Indicates a required field

* Name on card
  Test Parent

* Card number
  4111111111111111 **VISA**

* Expiration date
  11  2020
  mm / yyyy

Security code
  123

Payment method nickname

[SAVE PAYMENT METHOD]

[BACK]  [NEXT]  [CANCEL]

Review the payment plan terms and click **Submit**
Review Billing Information

- To review billing information, including payments, statements, and letter, click View Account

Options include Overview, Payments, Details, and Communications (Statements and Letters)
Billing for Tufts Mom Statement One
Physician Services for Guarantor #2487

Balances

Your Balance
$214.00

Can't pay all at once?
Sign up to pay $55.67 per month
PAY NOW

SET UP PAYMENT PLAN

Insurance claims awaiting response

Recent Payments

Dec 27
PATIENT PAYMENT
$33.00 Check
Dec 16
PATIENT PAYMENT
$5.00 Credit Card
Dec 16
PATIENT PAYMENT
$10.00 Credit Card
Dec 13
PATIENT PAYMENT
$20.00 Automated Clearing House (4350)
Dec 11
CO-PAYMENT
$25.00 Credit Card (3455)

BACK TO BILLING SUMMARY

Visit Accounts

Visit Accounts with Outstanding Balance

Dec 19
Visit at Longwood Pediatrics
Physician Services
Provider: Gregory Young, MD
Patient: Aaron Statement one

Billed
Insurance Paid
You Paid
$266.00
$0.00
$266.00

Your Balance
$214.00

Detailed Account Information
OFFICE OUTPATIENT VISIT EST
$266.00
CD PAYMENT - Dec 11, 2016
$10.00
PATIENT PAYMENT - Dec 27, 2016
$53.00
Charge balance
$214.00

Your total balance for outstanding visit accounts: $214.00
Paperless Billing

- Paperless billing is off by default. Click **Update** (in the right hand panel) to turn paperless billing on and off.