# 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**

PPOC
Pediatric Physicians' Organization at Children's
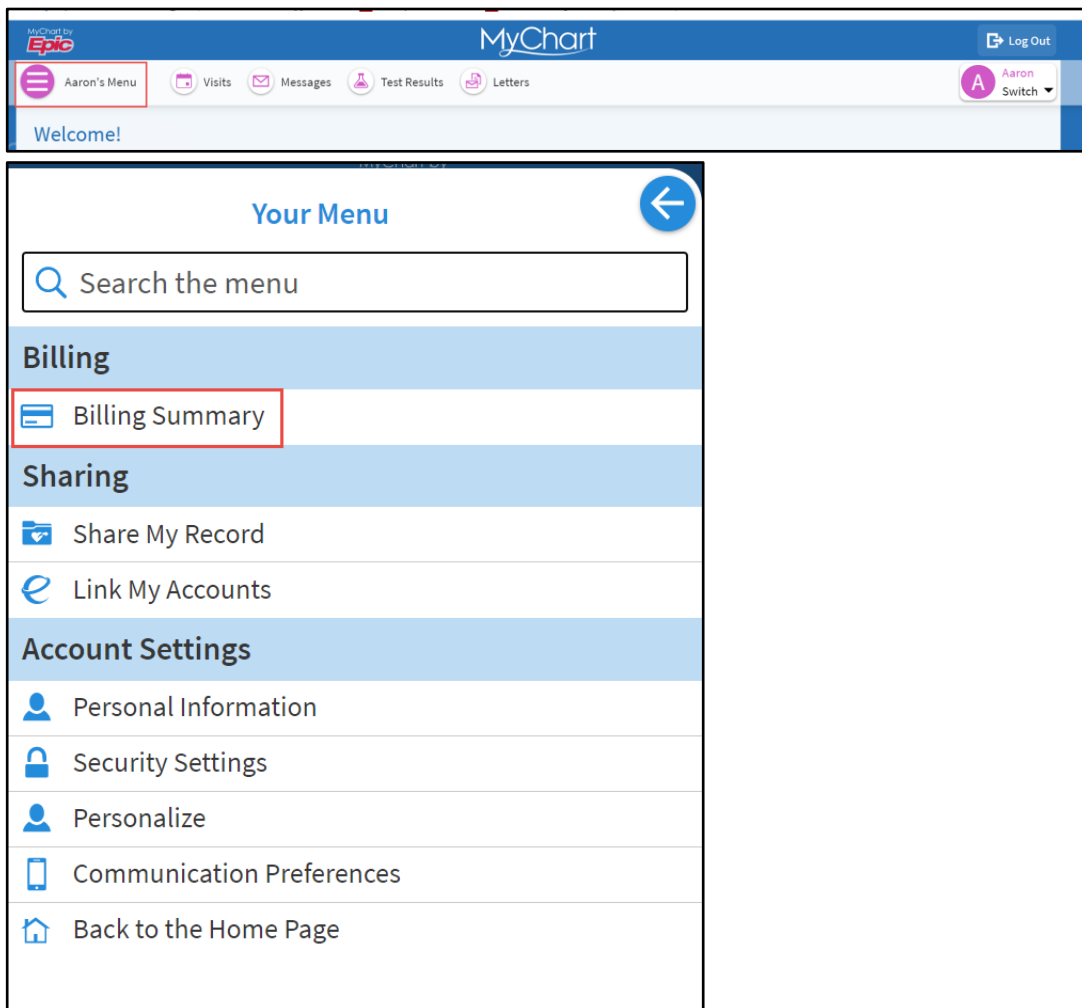
Longwood Pediatrics
Physician Services
Guarantor #2491 (Tufts Mom Statement Five)
Patients included: Aaron

Your Balance
$520.00

PAY NOW

Last paid: $33.00 on 12/27/2016

Can't pay all at once?
Sign up to pay $86.67 per month.

SET UP PAYMENT PLAN

View account

View last statement (10/23/2020)

☐ 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**.

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How much would you like to pay today?

○ Amount Due $520.00

⦿ Other Amount   100.00

How would you like to apply your payment?
You have multiple visits with outstanding balances. The recommended option will automatically apply your payment.

Apply automatically (recommended)   Choose specific visit to pay

Visit at Longwood Pediatrics
⦿ December 19, 2016 $214.00
Gregory Young, MD
Patient: Aaron Statement five

Visit at Longwood Pediatrics
○ January 24, 2017 $306.00
Gregory Young, MD
Patient: Aaron Statement five

NEXT   CANCEL

BACK TO BILLING SUMMARY

☐ Select a payment method and click **Next**.

Account Payment for Tufts Mom Statement Five
Guarantor #2491
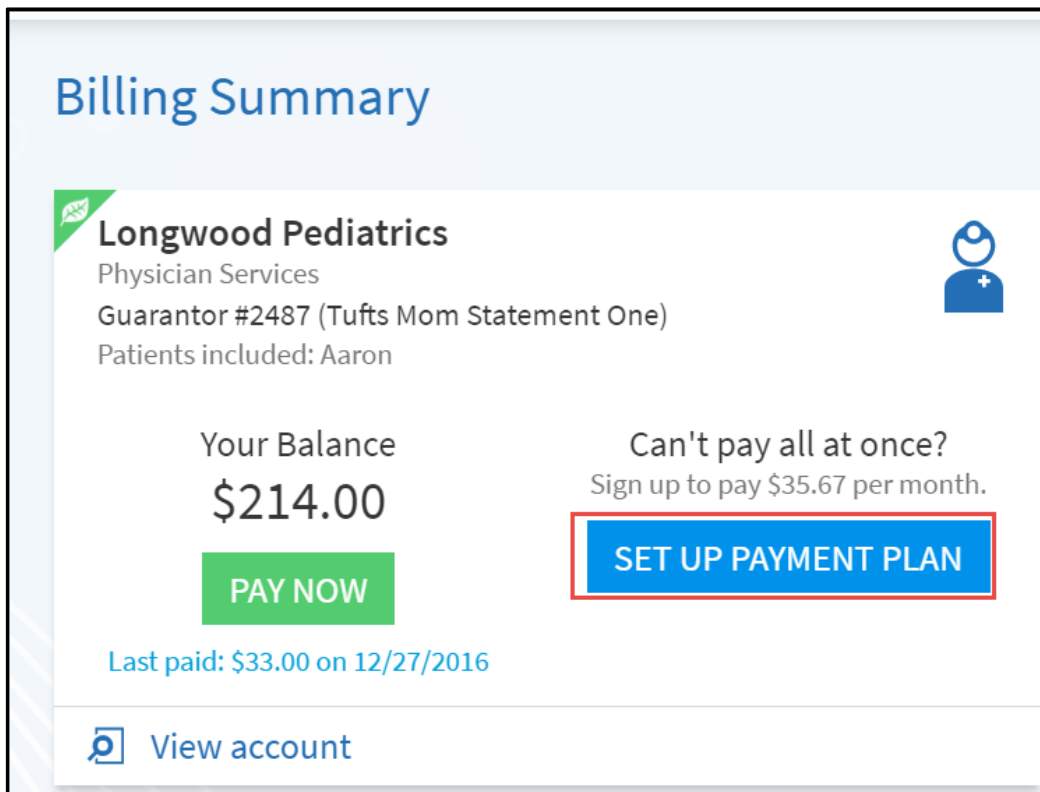
How do you want to pay?

Enter payment information
We accept payments via bank accounts and the following credit card brands: VISA ⬤⬤ AMERICAN DISCOVER Diners Club

Credit Card   Bank Account

BACK   NEXT   CANCEL

BACK TO BILLING SUMMARY

☐ 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**

Billing Summary

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

Your Balance
$214.00

PAY NOW

Last paid: $33.00 on 12/27/2016

Can't pay all at once?
Sign up to pay $35.67 per month.
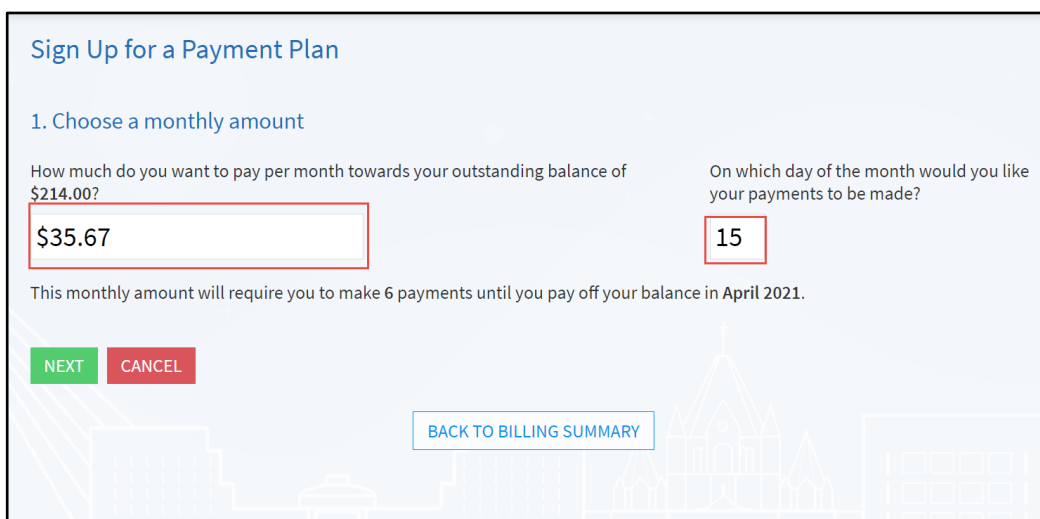
SET UP PAYMENT PLAN

🔍 **View account**

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

Sign Up for a Payment Plan

1. Choose a monthly amount

How much do you want to pay per month towards your outstanding balance of $214.00?

$35.67

On which day of the month would you like your payments to be made?

15

This monthly amount will require you to make 6 payments until you pay off your balance in **April 2021**.

NEXT   CANCEL

BACK TO BILLING SUMMARY

☐ Enter payment information, click **Save Payment Information**, and click **Next**

☐ 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)

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Pediatric Physicians' Organization at Children's

Your Menu   Share My Record   Link My Accounts   Personalize   Personal Information

Billing for Tufts Mom Statement One
Physician Services for Guarantor #2487

| Overview | Details | Payments | Communications |

Balances

Your Balance
$214.00

PAY NOW

Can't pay all at once?
Sign up to pay $35.67 per month.

SET UP PAYMENT PLAN

Insurance claims awaiting response (i)

Recent Payments

Dec 27 2016	PATIENT PAYMENT $33.00 Check
Dec 16 2016	PATIENT PAYMENT $5.00 Credit Card
Dec 16 2016	PATIENT PAYMENT $10.00 Credit Card
Dec 13 2016	PATIENT PAYMENT $20.00 Automated Clearing House (4556)
Dec 11 2016	CO-PAYMENT $25.00 Credit Card (3455)

BACK TO BILLING SUMMARY

| Overview | Details | Payments | Communications |

Visit Accounts

Show All Details ⌄

Visit Accounts with Outstanding Balance

Dec 19 2016	Visit at Longwood Pediatrics Physician Services Provider: Gregory Young, MD Patient: Aaron Statement one	Billed	$266.00
		Insurance Paid	$0.00
		You Paid	-$52.00
		Your Balance	**$214.00**

Detailed Account Information

OFFICE OUTPATIENT VISIT EST	$266.00
CO-PAYMENT - Dec 11, 2016	-$19.00
PATIENT PAYMENT - Dec 27, 2016	-$33.00
Charge balance	$214.00

Hide Details ⌃

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.