


How to Save a Patient's Payment Method for Future Payments

ePAY Healthcare

Saving a Patient's Payment Method for Future Payments While Taking a Patient's Payment in Office

1. Pull up an existing account on the ePAY Portal under 'Point of Service.'
2. Select item to be paid- either 'Pay the full balance' or 'Enter the amount you wish to pay.'
3. Enter in the patient's payment information. The payment can be made by credit card or check. Either method of payment may be saved for future use.
4. If you would like to save the information, uncheck the box labeled 'Do not save this Payment Method.' Please do not save payment information unless given explicit permission by the cardholder. This is a PCI regulatory requirement.
5. Enter a name for the saved payment method in the field labeled 'The Payment Method will be saved as.' You may leave the defaulted name or change to another name.
6. Click 'Make Payment.' The Payment Method is now saved under the name entered for future use.

Saving a Patient's Payment Method for Future Payments While Taking a Payment in the Office



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Point of Service - Make Payment
Test IGH Bill Notifications - IGHPB

Quick Find

* Fields marked with an asterisk(*) are required.

Patient Information

Patient ID **RENEEWELLS**

Patient Name **WELLS, RENEE**

Balance

Current Bill Balance **\$ 2500.00**

Current Payment Plan Balance **\$0.00**

Net Balance **\$ 2500.00**

Pay the full balance of **\$2,250.00**

Enter the amount you wish to pay in the table below

Save card on file (Make no payments now, save this payment method for future usage)

Medical Bills

| Bill Number | Bill Description | Balance Due | Discount Detail | Net Balance | Payment Amount |
|-------------|------------------|-------------|--|-------------|----------------|
| 12345101 | 07/10/2014 | \$2,500.00 | 10% Discount applicable (Valid until 08/14/2015) | \$2,250.00 | 0.00 |

| Bill Reference | Description | Payment Amount |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

(Enter information required for posting this payment)

TOTAL: **\$0.00**



Method of Payment

Select a Method of Payment

Pay by Credit Card

Pay by Check

Credit Card Information

Secure Entry

Card Number *

Expiration Date *

12 2017

Card Holder Name *

Country *

United States

Zip Code *

Receipt Email

The Payment Method will be saved as



Do not save this Payment Method

Saving a Patient's Payment Method for Future Payments Without Making a Payment on the Patient's Account

1. Pull up an existing account on the ePAY Portal under 'Point of Service.'
2. Select the 'Save Card on File' button.
3. Enter in the patient's credit card or check information. Either method of payment may be saved for future use.
4. Enter in a name for the saved payment method in the field labeled 'The Payment Method will be saved as.' You may leave it as the defaulted name or change it to another name.
5. Click 'Save Payment Method.'
6. The Payment Method is now saved under the name given for future use.

Saving a Patient's Payment Method for Future Payments Without Making a Payment on the Patient's Account

Change Client:

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Active Patients ePLAN Point of Service Reports

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eRefund Customer Summary
End-of-Day
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Checkout

* Fields marked with an asterisk(*) are required.

| Patient Information | | Balance | |
|---------------------|--------------|------------------------------|-------------------|
| Patient ID | RENEEWELLS | Current Bill Balance | \$ 2500.00 |
| Patient Name | WELLS, RENEE | Current Payment Plan Balance | \$0.00 |
| | | Net Balance | \$ 2500.00 |

Pay the full balance of \$2,250.00
 Enter the amount you wish to pay in the table below
 Save card on file (Make no payments now, save this payment method for future usage)

Method of Payment

Select a Method of Payment Pay by Credit Card Pay by Check

Credit Card Information

Secure Entry

Card Number *

Expiration Date * Month Year

Card Holder Name *

Country *

Zip Code *

The Payment Method will be saved as

Additional Information:

- Saved payment information can be deleted from the patient's 'Point of Service' page on the ePAY portal.
- A patient can edit or delete their own saved payment information from the 'My Account' page of the patient portal.
- If a saved payment method is not used for six months, it will be automatically deleted from the system as mandated by PCI requirements.

Home Page

Great Basin Surgical Center - GBS

Quick Find



Operator: IDCCARRIE Department: IDC Station: 000 Client: GBS

- Your last login was on Wednesday, June 3, 2015 at 11:43:50 AM.
- Your password expires in 77 days. Click [here](#) to change it.
- To change your secret question click [here](#).

Actual Date:
Wed., Jun. 3, 2015

Business Date:
Wed., Jun. 3, 2015

Home

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Find Transactions

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Event Log Viewer

Refund Approval

eRefund Customer Summary

Messages

[Your Customer Resource Center offers training, marketing, and more.](#) Enter epay123 as the password.

Today's Activity

Transaction Count: 0

Amount Received: \$0.00

Payment Plan Enrollments by Staff: 0

Payment Plan Enrollments by Patient: 0

You can find training guides and more by clicking on this link and entering the password epay123.



1-888-640-7815
info@epayhealthcare.com

ePAY Customer Resource Center

ePAY is pleased to provide you with the following resources to support your goals to collect payments from patients early in the process and with less work:

[Marketing Tools](#)

[Training Guides](#)

[Frequently Asked Questions](#)

[Credit Card Swipers to Process Office Payments](#)

[Upgrade Details & Training Information on ePAY Enhancements](#)

[Webinar Information](#)

Click here to view all ePAY training guides

[Security](#)

ePAY Support:

If you have any problems please call your ePAY Support Team - we are here for you!

- ▶ 1-888-640-7815
- ▶ support@epayhealthcare.com