Paying bills on portal

- 1. Log into portal
- 2. Select patient
- 3. Click on Account down arrow
- 4. Select Billing
- 5. Select the invoice you want to pay or click on Pay All Invoices
- 6. Enter the payment information on the new screen and click on Pay Now

Log in to portal account:

1. Click on down arrow to select patient



2. Click on My Account down arrow and select Billing

① https://capitalareapeds.followmyhealth.com/patientaccess#/Connections	C Q Search	☆自↓ 俞
🗿 Most Visited 🝒 Web denis 🛞 PHP 🛞 Mclaren 🥼 NaviNet 💐 Tricare 💶 UHC 🔎 UMR % TPL Medicaid 👚 ICD 10 codes 💥 Dashboard	I 🔰 Federated Ins 🏉 Prairie States 😁 Dell Support	Chat 🛞 Regency
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Capital Area Pediatrics, P.C. Home Inbox (1)	My Health Billing Preferences	-
My Connections	Support Help nnections	
▼ With Providers and Healthcare Organizations	Sign Out	
You are not currently connected to any healthcare organizations. Connect to one or more organization using FollowMyHealth.	tions to receive health record updates and	
With Devices and Apps through Health Sources		
With Family Members, Dependents, etc. (2 Authorized Individuals)		

3. Any unpaid bills will show on screen

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Billin	g - Cap	ital Are	a Pediat	rics	Billing Grou	Capital Are	ea Pediatrics s	
	y All Invoices	(2)						
	Date	Invoice	Patient	Provider	Procedure	Charges	Due Now	
	2/8/2017	1054010	Test, Baby	Mary Mora	FMLA Form Fee	\$15	\$15	
	2/8/2017	1054020	Test, Baby	Mary Mora	Office Visit 15 min	\$105	\$105	
\$0.0	0		Pay Now		Total Credit	s: \$0 Amou	int Due Now: \$120	
Pendi	ing With Insurar	nce (0)						
Paid I	nvoices (1)							1

4. You can pay all bills by clicking on Pay All Invoices or by selecting one bill at a time

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Billir	ng - Ca	pital Are	a Pedia	trics	Billing (Group: Capital Ard	ea Pediatrics 🔹			
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	Date	Invoice	Patient	Provider	Procedure	Charges	Due Now			
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\$1:	20.00		Pay Now		Total Cr	edits: \$0 Amo	unt Due Now: \$120			
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- 5. Once you click on pay, another screen will pop up to enter payment information
- 6. Once you enter all required information, click on Pay Now

Payment Form - Mozilla Firefox					-	>
) 🔒 https://secure.authorize.r	net/gateway/transact.dll					
	Customer ID:		1			
	First Name:	Baby	Last Name:	Test		
	Company:					
	Address:	3937 Patient Care Dr.				
	City:	Lansing				
	State/Province:	MI	Zip/Postal Code:	48911		
	Country:					
	Email:					
	Phone:	(517) 394-6484				
	Fax					
	Shipping Information					
	Copy Billing Informatio	n to Shinning Informatic	<u></u>		-	
	First Name:	Into Shipping mornatic	Last Name:			
	Company					
	Company.					
	Address:					
	City:					
	State/Province:		Zip/Postal Code:			
	Country:					
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		Pay	Now			

7. All balances should say pending

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Billing - Capital Area Pediatrics Capital Area Pediatrics									
▼ Patient Responsibility (2)									
Pay All Invoice	5								
Date	Invoice	Patient	Provider	Procedure	Charges	Due Now			
2/8/2017 Pending	1054010	Test, Baby	Mary Mora	FMLA Form Fee	\$15	\$15			
2/8/2017 Pending	1054020	Test, Baby	Mary Mora	Office Visit 15 min	\$105	\$105			
\$0.02	Pay Now		Toto	al Credits: \$0 Amou	unt Due Now: \$120				