

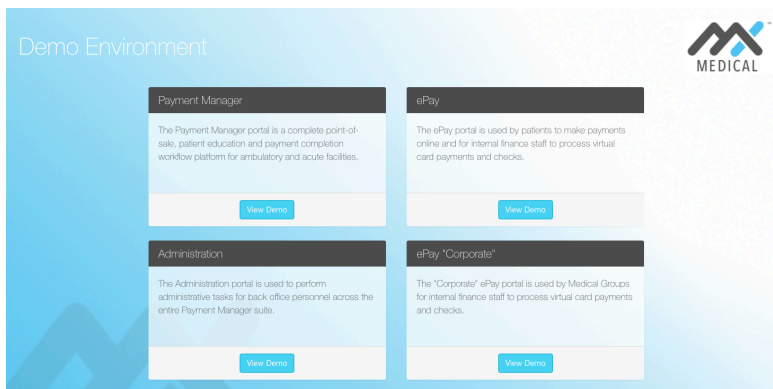
# Demo Instructions for Online Bill Pay

These are instructions for demoing MX Medical Online Bill Pay for Unauthenticated Payments (Quick Payment) and Authenticated Payments (Portal Login). Please see the other document for instructions on the Payment Manager Portal.

Master Demo environment

<http://demo-mxmedical.payrighthhealth.com/>

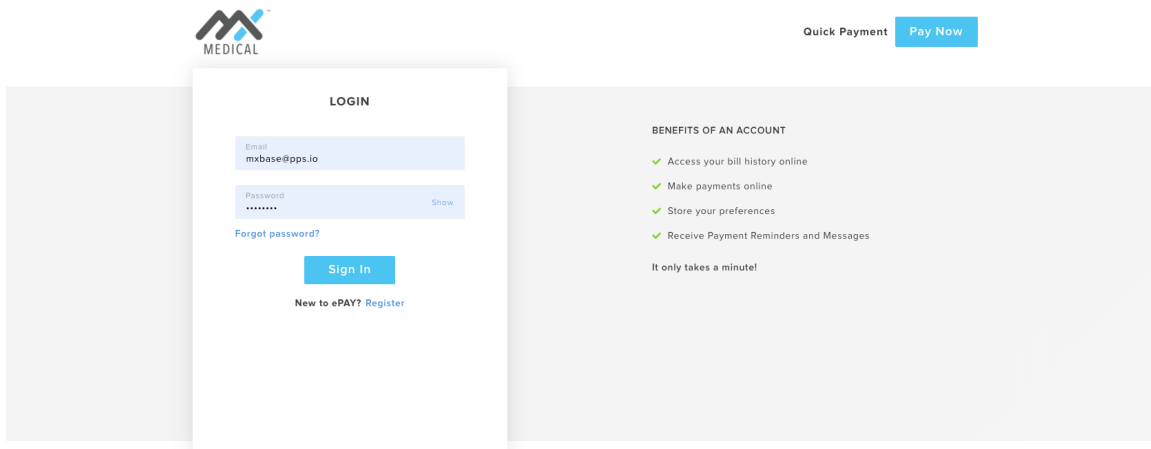
MX Medical eLink: <https://elink.io/p/97bbc84>



## Online Bill Pay

### Online Bill Pay: Quick Payment

#### 1. Click Pay Now box



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2. You will need to enter two patient identifies (account number and date of Birth).
  - a. The **Account Number** for Judi Cott is is 30013930
  - b. The **Date of Birth** for Judi Cott is 07-04-1930

A screenshot of a web form titled 'WELCOME TO ePAY'. It features two input fields: 'Account Number' and 'Date of Birth (mm-dd-yyyy)'. Below the fields is a blue 'Pay Now' button. To the right of the form, there is a note: 'To quickly make a payment, you need to enter the required details from your patient statement, then click Pay Now.' and a disclaimer: 'Note: This page should only be accessed by the patient or those authorized by the patient. By clicking Pay Now, you represent that you are authorized to address the patient's billing matters.'

3. When you enter the Account Number & DOB a confirmation box will appear. Select Continue with Payment

A screenshot showing a confirmation box overlaid on the 'WELCOME TO ePAY' form. The confirmation box is titled 'GREAT! WE FOUND YOU.' and displays the following information: 'PATIENT NAME: Cott, Judi', 'ACCOUNT NUMBER: 30013930', and 'PATIENT DOB: 07-04-1930'. At the bottom of the box are two buttons: 'Not Me' and 'Continue with Payment'. The background form is dimmed.

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## 4. Process a Payment



PAYMENT CONFIRMATION RECEIPT

**Secured Payment Method**

CREDIT CARD  eCHECK

Amount To Be Paid

Card Number

Card Holder Name

Zip Code

Exp Date: Month  Year

Security Code

By using this service to pay, I acknowledge that I have reviewed: [Terms & Conditions](#), [Privacy Policy](#)

**Confirm Payment**

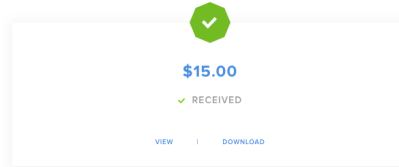
ACCOUNT NUMBER: 30013930  
PATIENT DOB: 07-04-1930  
PATIENT NAME: Judi Cott  
Visit Id / Reference Number  
Email: judicott@mxbase.com

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- a. Discuss how you can process a payment either Credit Card of eCheck
- b. If you would like to show what processing a payment via credit card looks like:
  - i. Enter amount to be paid
  - ii. Enter Card Number: 4111111111111111
  - iii. Card Holder Name: Judi Cott
  - iv. Zip Code: Any 5 numbers will work
  - v. Expiration Date: Any date will work
  - vi. Security Code: Any 3 numbers will work

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- When payment is processed it will take you to this screen with a confirmation of the receipt.



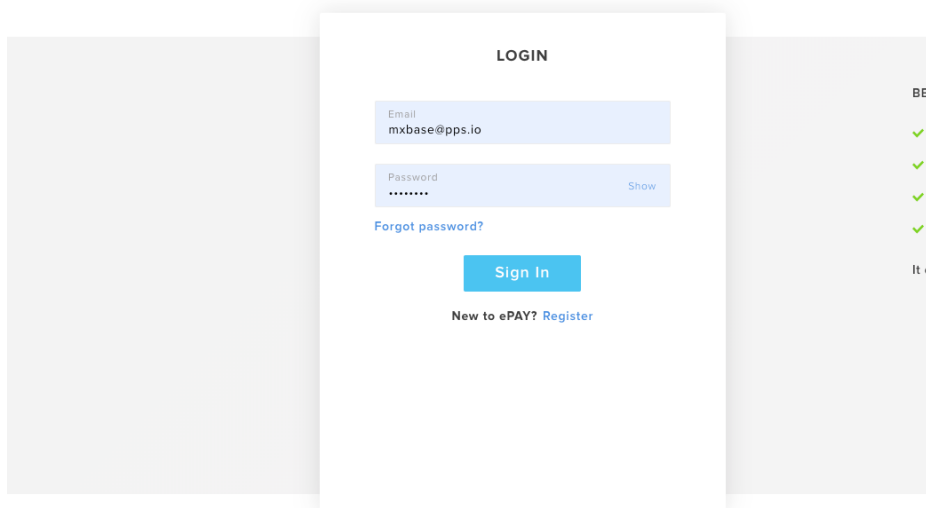
(800) 588-2300

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**NOTE:** These payments are processed by MX™ Merchant and show up in all reports that MX™ Merchant creates. That completes your demo for quick payment ePay

## Online Bill Pay: Authenticated

- The patients will need to login with a username and password. You do not need to enter a login as it is preloaded



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2. This is what the client portal will look like. This is still Judi Cott's profile. Important to note that each client will have a separate login portal.

The screenshot shows a client portal interface. At the top left is the 'MEDICAL' logo. The top right navigation bar includes 'Home', 'Invoices', 'Wallet', an email icon, and three accessibility icons (A, A, A). The user's email 'mxbase@pps...' is visible. The main content area is divided into two columns. The left column displays the user's profile: 'COTT, JUDI', 'ACCOUNT NUMBER 30013930', 'PRACTICE Physicians Care LLC', 'PHONE (999) 999-9999', and 'ADDRESS Not Available'. Below this is a 'Pay' button. The right column is titled 'INVOICES' and contains a table with the following data:

OPEN INVOICE(S)	0
AMOUNT DUE	\$0.00

3. Select the Invoices Tab. If you show the Payment Manager view first you will see a closed invoice for the payment that was paid in the office.

This screenshot shows the 'INVOICES' tab selected. The left sidebar contains the same user profile information as the previous screenshot. The main content area is titled 'INVOICES' and is divided into two sections: 'OPEN INVOICES' and 'CLOSED INVOICES'. The 'OPEN INVOICES' section displays 'No invoice found.' The 'CLOSED INVOICES' section contains a table with the following data:

Patient	Practice	Service Date	Balance
Cott, Judi	Physicians Care LLC	07-23-2019	\$0.00

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3b. If you click on the eye next to the balance it will show the details of the transaction.

The screenshot displays a web interface for a medical bill pay system. At the top left is the logo for 'M MEDICAL'. The navigation bar includes 'Home', 'Invoices', 'Wallet', and a notification icon with a red '1'. There are also three 'A' icons and a search bar. The main content area is divided into two columns. The left column contains patient information for 'COTT, JUDI' with account number '30013930'. Below this is the practice name 'Physicians Care LLC', phone number '(999) 999-9999', and addresses for 'Not Available'. Insurance and member ID information is also listed as 'Not Available'. A blue 'Pay' button is at the bottom of this column. The right column is titled 'INVOICE DETAILS' and shows a table with columns 'Description', 'Amount', 'Quantity', and 'Total'. A single row shows 'CoPay' for \$50.00. Below the table is a 'Total Amount' of \$50.00. The service date is '07-23-2019'. Below this is the 'TRANSACTION DETAILS' section with a table showing a transaction on '07-23-2019' for \$50.00, leaving a 'Remaining Balance' of \$0.00. An eye icon is next to the balance.

**INVOICE DETAILS** Service Date: 07-23-2019

Description	Amount	Quantity	Total
CoPay	\$50.00	1	\$50.00
<b>Total Amount</b>			<b>\$50.00</b>

**TRANSACTION DETAILS**

Description	Transaction Date	Amount	Remaining Balance
	07-23-2019	\$50.00	\$0.00

**Pay**

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4. The Wallet Tab. This feature allows the patient to keep a card on file. This can be used in two ways: 1. An easy way for patients to pay their bills online and not have to enter their card every time and 2. It will sync back to the Payment Manager Portal so there will be a card on file

**MY WALLET**

You don't have any payment methods in your wallet.

**Create New Payment Method**

Credit Card

Card Number

Card Holder Name

Zip Code

Exp Date: Month Year

Description

Add

**MY WALLET**

Credit Card

CARD NUMBER: \*\*\*\* \* 3003

CARD HOLDER: TESTER CARD

EXP DATE: 12/2020

**Create New Payment Method**

Credit Card

Card Number

Card Holder Name

Zip Code

Exp Date: Month Year

Description

Add

## **Demo Instructions for Online Bill Pay**

If you have an issue running a demo, feel free to call at (888) 274-1359 ext. 2 or email [sales@payright.com](mailto:sales@payright.com)