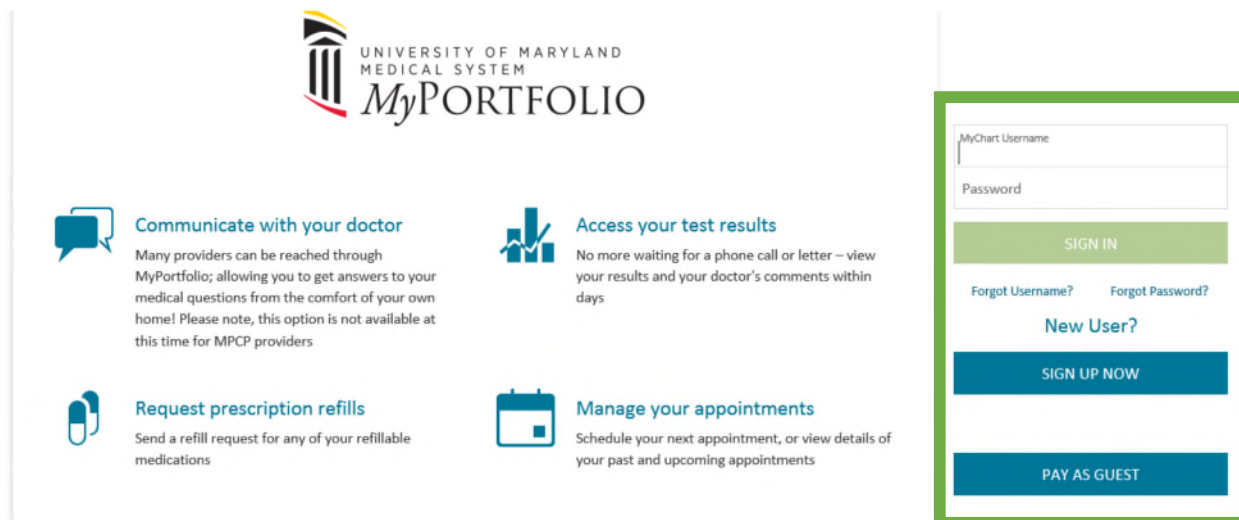


Making a Payment Using MyPortfolio

Brief Explanation

If you have a MyPortfolio account, you will be able to make a professional payment (by credit or debit card) directly in the MyPortfolio patient portal.

The main link to the portal is <https://myportfolio.umm.edu>. If you have a MyPortfolio account you can log in, if not you can pay as a guest from the same link.



The screenshot displays the MyPortfolio patient portal interface. At the top center is the logo for the University of Maryland Medical System MyPortfolio. Below the logo are four main navigation options, each with an icon and a brief description:

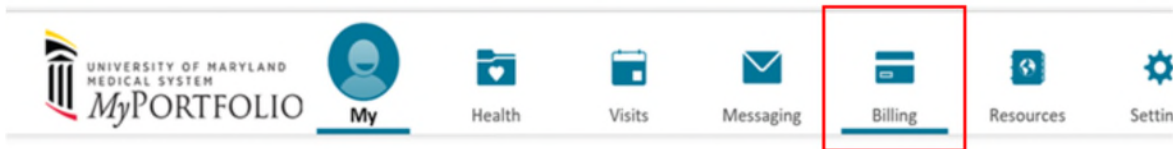
- Communicate with your doctor**: Many providers can be reached through MyPortfolio; allowing you to get answers to your medical questions from the comfort of your own home! Please note, this option is not available at this time for MPCP providers.
- Access your test results**: No more waiting for a phone call or letter – view your results and your doctor's comments within days.
- Request prescription refills**: Send a refill request for any of your refillable medications.
- Manage your appointments**: Schedule your next appointment, or view details of your past and upcoming appointments.

On the right side of the screenshot is a login/sign-up form with the following elements:

- Input fields for "MyChart Username" and "Password".
- A green "SIGN IN" button.
- Links for "Forgot Username?" and "Forgot Password?".
- A blue "New User?" link.
- A blue "SIGN UP NOW" button.
- A blue "PAY AS GUEST" button.



From the Billing screen, you can see your open accounts and select the specific balance you want to pay.



Billing Account Summary

>
Click **Account Detail** or **See More Payments** to see more information about a particular account.

If you have any questions regarding your hospital statement, please refer to the phone number on your statement or call 410-821-4140.









Maryland Primary Care Physicians (MPCP) Patients only: If you have any questions regarding your MPCP billing statement, please contact 410-729-2642.

University of Maryland Community Medical Group or St. Joseph's Medical Group Patients: for questions regarding your professional billing statement, contact the number corresponding to the first letter of the patient's last name: A-K contact 877-598-9253 or L-Z, contact 888-571-2113.

Account	Account Type	Last Payment	Amount Due
Account #95000476 My Portfolio UNIVERSITY OF MARYLAND COMMUNITY MEDICAL GROUP SA	Physician Billing Personal/Family See Account Detail	\$20.00 (11/6/2018) See More Payments	\$658.00 
Account #104000290 My Portfolio CC - MD PRIMARY CARE PHYSICIANS	Physician Billing Personal/Family See Account Detail	No payments on this account.	\$395.00 

Account Detail

You will be able to scroll down to see basic demographic information and details of the charges.



Account Number: 95000476

PORTFOLIO,MY

Address:
227 WEST ST
BALTIMORE MD 21290

Home Phone:
[888-555-1212](tel:888-555-1212)

Account Details

Date	Description	Charges	Credits	Insurance Balance	Patient Balance
Patient: My Portfolio					
Visit at UMSJMG Cardiovascular Associates with Sonia E. Baker, MD on Oct 8, 2018					
Oct 8, 2018	OFFICE OUTPATIENT NEW 45 MINUTES - 99204 (CPT®)	354.00		0.00	332.00
Oct 25, 2018	- MY PORTIFOLIO PT PAYMENT		-2.00		
Nov 6, 2018	- MY PORTIFOLIO PT PAYMENT		-20.00		
Visit at University of Maryland Community Medical Group - Orthopaedic Surgery & Podiatry with Hal S. Crane, MD on Oct 16, 2018					
Oct 16, 2018	OFFICE OUTPATIENT VISIT 25 MINUTES - 99214 (CPT®)	232.00		0.00	128.00
Oct 24, 2018	- ADJUSTMENT (SP)		-104.00		
Visit at UMSJMG Cardiovascular Associates with Sonia E. Baker, MD on Oct 23, 2018					
Oct 23, 2018	OFFICE OUTPATIENT NEW 45 MINUTES - 99204 (CPT®)	354.00		0.00	195.00
Oct 23, 2018	- ADJUSTMENT (SP)		-159.00		
Oct 23, 2018	COLLECTION VENOUS BLOOD VENIPUNCTURE - 36415 (CPT®)	6.00		0.00	3.00

At the bottom of the screen, you can make a payment or return to the Billing Account Summary.

If you would like to submit a payment via MyChart, please click **Pay Now** and follow the instructions on the next page.

[PAY NOW](#)

[VIEW RECENT PAYMENTS](#)

[BACK TO THE BILLING ACCOUNT SUMMARY](#)

When clicking on the Pay or Pay Now buttons you will need to enter how much you wish to pay in the “Other Amount” field.

Account Payment

1. How much would you like to pay today?

You have a balance due for physician services at UNIVERSITY OF MARYLAND COMMUNITY MEDICAL GROUP SA.

Amount Due
\$658.00

Other Amount

\$25.00

If you have multiple visits, you will be given the option to select the one they wish to pay. If you do not select a visit, the system will automatically apply the payment to the oldest outstanding self-pay visit.

You have multiple visits with outstanding balances. If you would like to apply the payment to a specific visit, please select it from the list below.

Visit at UMSJMG Cardiovascular Associates with Sonia E. Baker, MD on Oct 8, 2018	Outstanding Balance \$332.00
Visit at University of Maryland Community Medical Group - Orthopaedic Surgery & Podiatry with Hal S. Crane, MD on Oct 16, 2018	Outstanding Balance \$128.00
Visit at UMSJMG Cardiovascular Associates with Sonia E. Baker, MD on Oct 23, 2018	Outstanding Balance \$198.00

You are then asked how you want to pay. You will enter the name on the credit card and select “Add Card”.

2. How do you want to pay?

 Indicates a required field

 Name on card

ADD CARD

Billing information

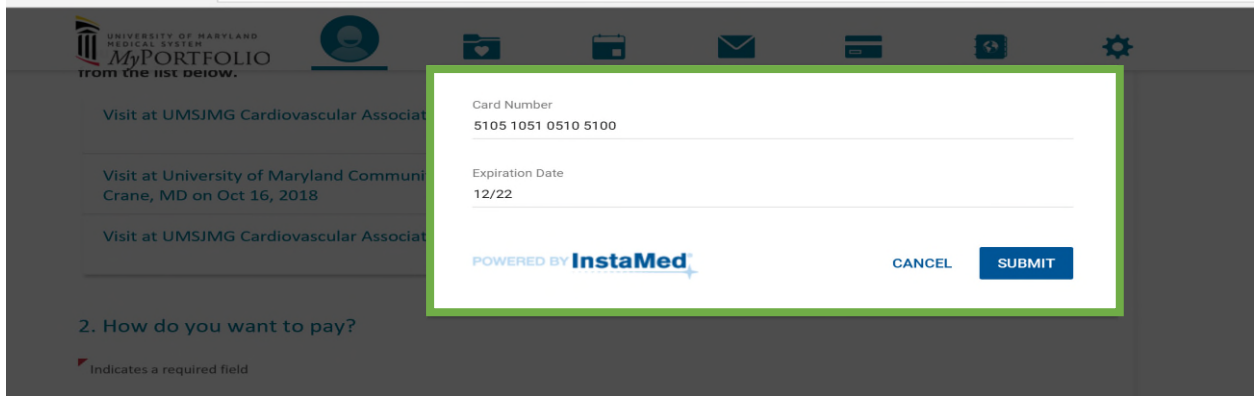
227 WEST ST
BALTIMORE MD 21290
[888-555-1212](tel:888-555-1212)
abell1@umm.edu

Enter a new address

CONTINUE

BACK TO ACCOUNT DETAILS

You should then enter the card number and expiration date and select “Submit.”



On this screen you will verify the information and select “Continue”.

2. How do you want to pay?

Indicates a required field

Name on card

First Last

ADD CARD

Card: XXXXXXXXXXXX5100 12/2022 Remove

Billing information

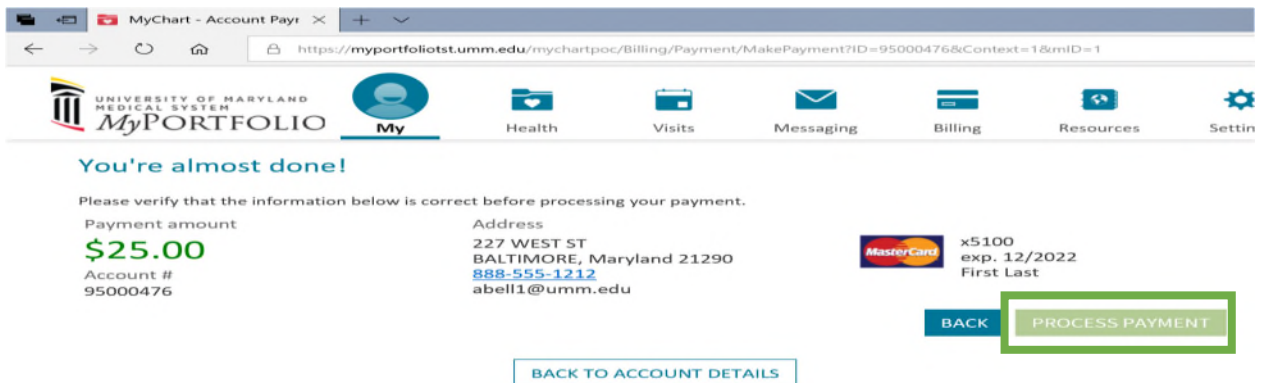
227 WEST ST
BALTIMORE MD 21290
[888-555-1212](tel:888-555-1212)
abell1@umm.edu

Enter a new address

CONTINUE

BACK TO ACCOUNT DETAILS

You will have a final opportunity to make any corrections before submitting a payment. Once confirmed select “Process Payment.”



A confirmation will appear indicating the payment has processed. You can print this page as a receipt.

Payment Processed

✓ Your payment has been processed successfully! Please print this page as a receipt for your records.

Payment amount: **\$25.00**

Account #: 95000476

Date: 11/12/2018

Authorization code: A361D5

MasterCard x5100 exp. 12/2022 First Last

[BACK TO ACCOUNT DETAILS](#)

The payment will post immediately to the transaction in your MyPortfolio account.

Transaction Inquiry - 1 of 1 Account

Transaction Detail (Tx 11) PMT - MY PORTFOLIO PT PAYMENT [9001017]

Internal ID	TR#	Svc Date	Patient	Status	Procedure	Department	Amount	Pat Due	Ins Due
3613	11	11/12/2018	MY		5001017	UMCMG BILLING OFFICE	25.00-	0.00	0.00

Posting

Post date: 11/12/2018 System batch #: 1
 User: T200158-PB, NIGHTLY PROCESSOR User batch #: 0
 Posting batch #: 21511 Reconciliation #:

Credit Card Information

Payment method: MasterCard x5100 Transaction ID: 3BD5626A6EE94C36FB0140DD2A6F597
 Transaction date: Mon Nov 12, 2018 12:43 PM Authorization code: A361D5
 Nickname: Merchant: UMCMG PB InstaMed TEST