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e-Payment > Add Charge / Patient Billing

Ralph - 2023-08-09 - [Stripe](#)

You can bill a patient, add a charge or give discounts to regular patients by following the steps below. You can view this related article on how to set the pricing for your Visit Options - [e-Payment > Stripe Account and Visit Fees - Knowledgebase / VSee Clinic for Providers / Stripe - VSee Helpdesk](#)

[How do I charge a patient?](#)

[How do I apply a discount to the bill of a patient?](#)

[How can I add an additional charge to the bill?](#)

Charging a Patient

Go to the specific visit record of the patient that you wish to charge. This can be found under the **Patients** tab.

1. Select the **Payment** tab and review the billing details for the visit/consult.
2. Select **Submit Charge**. This will bill the patient's selected payment method for the price indicated under Total and automatically set the visit status to Completed.

Status: Pending Completion Pending Notes Call Add Participants

< All participants

Jane Doe Offline
Age 22, Jan 01, 2000, Female

Visit ID: 22183668
Today 01:50 PM
Video Visit
Initial Consultation
60 mins
USD 0.50
Test Clinic

Intake **Notes** **Payment** Visits Health Medical History Allergies Medications Documents

Payment

Payment Method
Visa **** 4242 [Change](#)

April 26, 2022

Initial Consultation	60 mins	USD 0.50
+ Add Item	Discount	(optional) %
	Subtotal	USD 0.50
	Total	USD 0.50

Save Submit Charge

Adding a Discount

You can add a discount to the bill of your patient while adding a charge. Go to the specific visit record of the patient that you wish to charge and add a discount. This can be found under the **Patients** tab.

1. Select the **Payment** tab.
2. On the **Discount** field, type in the % amount that will be deducted from the total amount of the bill.
3. Click **Submit Charge** to charge the customer. This will bill the patient's selected payment method for the price indicated under Total, apply the discount, and automatically set the visit status to Completed.

Status: Pending Completion Pending Notes Call Add Participants

< All participants

Jane Doe Offline
Age 22, Jan 01, 2000, Female

Visit ID: 22183668
 Today 01:50 PM
 Video Visit
 Initial Consultation
 60 mins
 USD 0.50
 Test Clinic

- Intake **Notes** **Payment** Visits Health Medical History Allergies Medications Documents

Payment

Payment Method
 Visa **** 4242 Change

April 26, 2022

Initial Consultation	60 mins	USD 0.50
+ Add item	Discount	(optional) %
Subtotal		USD 0.50
Total		USD 0.50

Save Submit Charge

Adding a Charge

Go to the specific visit record of the patient.

1. Select the **Payment** tab.
2. Select **+Add item**.

Status: Pending Completion Pending Notes Call Add Participants

< All participants

Jane Doe Offline
Age 22, Jan 01, 2000, Female

Visit ID: 22183668
Today 01:50 PM
Video Visit
Initial Consultation
60 mins
USD 0.50
Test Clinic

Intake Notes **1** Payment Visits Health Medical History Allergies Medications Documents

Payment

Payment Method
Visa **** 4242 Change

April 26, 2022

Initial Consultation	60 mins	USD 0.50
2 + Add item		
Discount	(optional)	%
Subtotal		USD 0.50
Total		USD 0.50

Save Submit Charge

3. Indicate the charge description and corresponding additional amount.

 - a. Click **Save** to save the additional item to the invoice but not charge the patient yet.

4. Click **Submit Charge** to charge the customer. This will automatically set the visit status to Completed.

Payment

Payment Method
Visa **** 4242 Change

April 26, 2022

Initial Consultation	60 mins	USD 0.50
3 Additional Charge USD 1.00 ✕		
+ Add item		
Discount	(optional)	%
Subtotal		USD 1.50
Total		USD 1.50

a Save **4** Submit Charge

Scope and Limitations:

- Adding an item can only be done for visits that are either in Pending Payment or Pending Completion status.

Related Article:

- [e-Payment > Stripe Account and Visit Fees - Knowledgebase / VSee Clinic for Providers / Stripe - VSee Helpdesk](#)
- [e-Payment > Manually Update a Patient's Billing Info - Knowledgebase / VSee Clinic for Providers / Stripe - VSee Helpdesk](#)

If you have any questions, please contact us at help@vsee.com

Last updated on: 3 August 2022

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