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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 **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
+ Add item	Discount	(optional) %
	Subtotal	USD 0.50
	Total	USD 0.50

Save **2 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.

The screenshot shows the VSee Clinic software interface. At the top, there is a navigation bar with links for Dashboard, Patients (which is highlighted with a red dashed box), Schedule, Health, and e-Rx. On the far right, there is a user profile for John Smith. Below the navigation bar, the main content area shows a patient record for Jane Doe, who is offline. The record includes details such as Visit ID: 22183668, Today 01:50 PM, Video Visit, Initial Consultation, 60 mins, USD 0.50, and Test Clinic. Below this, there is a navigation bar with tabs: Intake, Notes (with a red circle '1' over it), Payment (which is highlighted with a red box), Visits, Health, Medical History, Allergies, Medications, and Documents. The 'Payment' tab is selected. The main content area is titled 'Payment' and shows a payment method of Visa **** 4242. It includes a date of April 26, 2022, and a table of charges. The table has four rows: Initial Consultation (60 mins, USD 0.50), a row for '+ Add item' with a 'Discount' field (highlighted with a red box '2' over it), Subtotal (USD 0.50), and Total (USD 0.50). At the bottom, there are 'Save' and 'Submit Charge' buttons, with 'Submit Charge' highlighted with a red box '3' over it.

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

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
+ 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	X
+ 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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