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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

Messages Profile

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	<input type="text" value="(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 + Add item	Additional Charge	USD 1.00 
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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