

e-Payment > Manually Update a Patient's Billing Info

Ralph - 2023-08-09 - Stripe

If needed, you can update the Credit Card information of a patient from their visit information. This can be done by following the steps below.

[Adding a New Credit Card](#)

[Updating Credit Card](#)

Add New Credit Card

1. Go to the specific visit record of the patient. From your Clinic Dashboard, click on the **Patients** tab.

2. Click on **All Visits** to display all visits in chronological order.

You can also search for the patient using the **Search** field by typing their name and pressing enter.



3. Select the visit and scroll to the right to see the **View** button. Click this to see the visit details.



4. Click on the **Payment** tab.

5. Click **+Add a new card**.



6. A pop-up for the card information will open. Input the credit card details on the fields provided.

7. Click on **Add Card** to save.



Update Credit Card

Simply click Change. Edit the card details and click Save.

1. Under the **Payment** tab, you will see the existing card of the patient under **Payment Method**. Select **Change**.

2. You now have the option to delete the current card by clicking on the **trash icon** or to add a new card.



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

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Tags

credit card

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