



Mindful Healing Group

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MHG 'Print Your Bill' Tutorial

There are times when statements that include diagnoses are needed, such as when submitting to an insurance company for out of network reimbursement; and there are times when including diagnoses provides unnecessary detail, such as when maintaining statements for tax purposes. We are pleased to be able to provide you with both options, accessible to you 24/7, 365 days a year (something that can be helpful at the end of the year when preparing your taxes).

Below are instructions with screen shots of a sample patient to help guide you through the process. If you have any questions, please do not hesitate to reach out to the practice manager Kelly Rankin @Krankin@mhgnova.com

1. Log into the Patient Portal at <https://mhgintouch.insynchcs.com/>
2. Once you are at the home screen, you have three billing options. By clicking either '**Billing**' in the left menu, or '**View Statement**' on the bottom right, you will be directed to the 'Billing' homepage. Since we require a credit card to be on file please **do not use** the "ePayNow" option. It could result in double billing.

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Current Profile Selected: Ima Fake

Ima Fake
06/04/2022 11:26 PM | Log Out

Home / Dashboard

Messages (1)

Refill a Medication

Upcoming Appointments (24)

You don't have any upcoming appointments. To book an appointment, please contact your Practice.

Total No. of Appointments: 0 View More

Vital

You don't have any Vitals recorded.

Account Summary

Hooray!
You have nothing to pay!

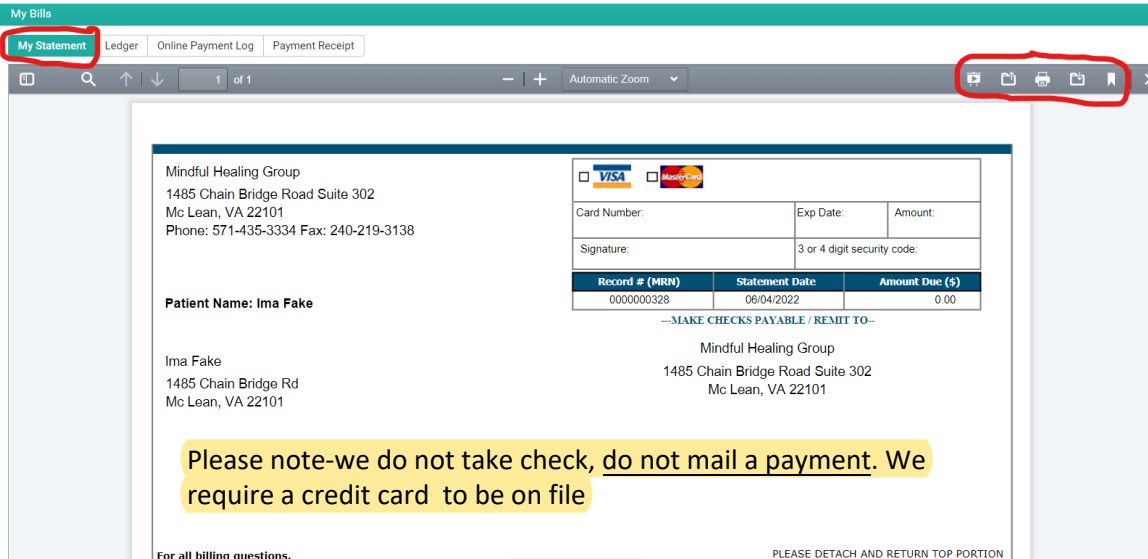
View Statement Payment History

POWERED BY InSync

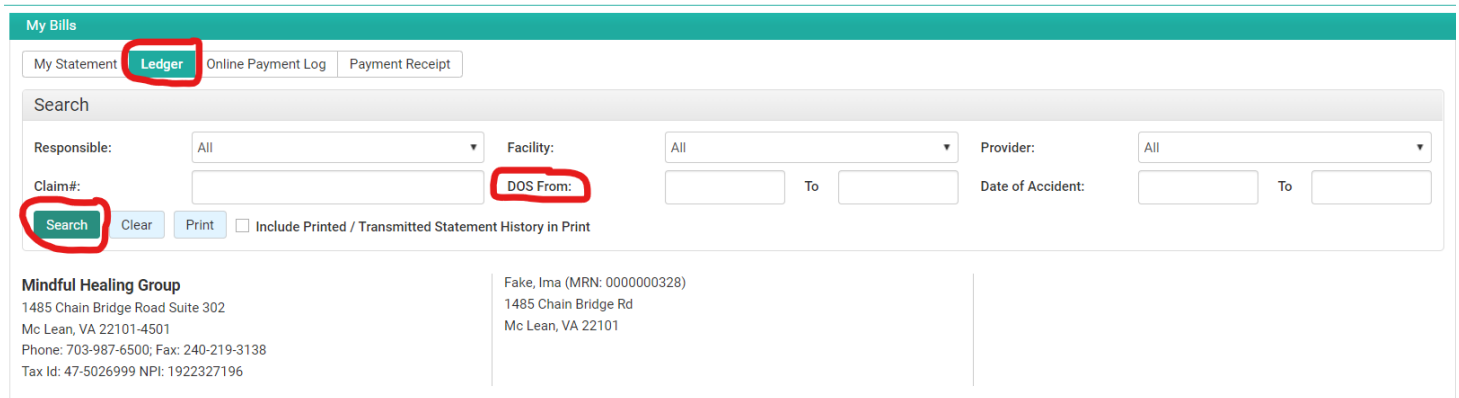
3. The billing homepage will automatically start with a copy of your most recent statement. This is the main statement, and for the purpose of protecting your privacy, this statement does not include diagnoses codes. You have three options in the left menu: '**My Statement**' will give you the most recent statement; '**Ledger**' gives you the option to both view previous statements as well as print customizable statements with the diagnoses codes; and '**Online Payment Log**' will show you your payment history.

"My Statement"

Options to change view, print, save, download



4. Selecting 'Ledger' will take you to a page where you will be able to view a customizable statement that includes diagnoses codes, CPT code and NPI number that is required for insurance reimbursement.
 - a. (1) Select the service dates that you would like to view.
 - b. (2) Clicking 'Search' to view available dates of service.



5. (1) Expand the available selections to see the diagnoses codes for a particular statement (you may print the statement without expanding the selection if you prefer to not have diagnoses codes on your statement). (2) Select the line items you would like to print. (3) Print the statement.

