

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 <u>https://mhgintouch.insynchcs.com/</u>
- 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.

Mindful Healing G	roup	Current Profile Selected:	Ima Fake	·	Ima Fake 06/04/2022 11:26 PM Log out
 Home / Dashboard Appointments 	Messages Refill a Medication	1			
L My Profile	26 Upcoming Appointments		ď	🐥 Vital	ď
☑ Messages 1	You don't have any upcoming appointments. To book an appointment, please contact your Practice.			You don't have any Vitals recorded.	
Seducation Material	To book an appointment, please contact your Fractice.				
Forms / Documents 🚯					
🏓 Assessment Tools					
3 History					
장 Vitals					
A Problems	Total No. of Appointments: 0		View More		
Medications	S Account Summary		C,		
Allergies					
레 Lab Results					
\$ Billing	Hooray!				
Refill Prescription	You have nothing to p	ay!			
POWERED BY DSync		View Statement Pa	yment History		

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"

My Bills											
My Statement Ledger Online Payment Log Payment Receipt											
□ Q ↑ ↓ 1 of 1 - +	Automatic Zoom		👳 🗅 🖶 🗅 🔳 »								
Mindful Healing Group 1485 Chain Bridge Road Suite 302 Mc Lean, VA 22101 Phone: 571-435-3334 Fax: 240-219-3138 Patient Name: Ima Fake 1485 Chain Bridge Rd Mc Lean, VA 22101	Card Number: Signature:	022 C ABLE / REMIT TO ng Group Road Suite 302									
	Please note-we do not take check, <u>do not mail a payment</u> . We require a credit card to be on file										
For all billing guestions,	PL	LEASE DETACH AND RETURN T	OP PORTION								

- 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.

My Bills									
My Statement Ledger	Online Payment Log Payment Receipt								
Search									
Responsible:	All	Facility:	All		•	Provider:	All		•
Claim#:		DOS From:		То		Date of Accident:		То	
Search Clear Print Include Printed / Transmitted Statement History in Print									
Mindful Healing Group Fake, Ima (MRN: 000000328)									
1485 Chain Bridge Road Suite 302		1485 Chain Bridge Rd							
Mc Lean, VA 22101-4501		Mc Lean, VA 22101							
Phone: 703-987-6500; Fax: 2	240-219-3138								
Tax Id: 47-5026999 NPI: 192	22327196								

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.

Search												
Responsible:	All		•	Facility:	All			Provider:		All		Ŧ
Claim#:				DOS From:	03/01/2022	То	06/04/2022	Date of Acc	ident:		То	
Search	Print Inclu	ide Printed / Transr	nitted Statement	History in Print								
Mindful Healing Gro 1485 Chain Bridge Road Mc Lean, VA 22101-450 Phone: 703-987-6500; F	d Suite 302 01			Fake, Ima (MRN: 0000000 1485 Chain Bridge Rd Mc Lean, VA 22101	328)							
	1: 1922327196											•
Tax ld: 47-5026999 NPI Patient Financia □		Diagnosis	Facility	Provider(NPI)	(\$) Billed	(\$) Allowed	(\$) Ins Pay	(\$) Pat Pay	(\$) Adj.	(\$) Write-Of	f (\$) Refund	(\$) Balance
Patient Financia	al Ledger	Diagnosis F90.2	Facility Mindful Healin		(\$) Billed 1.00	(\$) Allowed	(\$) Ins Pay 0.00	(\$) Pat Pay 1.00	(\$) Adj. 0.00	(\$) Write-Of		
Patient Financia	al Ledger DOS	•				0.00		1.00			0.00	(\$) Balance
Patient Financia Claim# 717594	al Ledger Dos 03/25/2022 Line Info	F90.2		Sakran, Mark Diagnosis F90.2 : Atten		0.00	0.00 Billed (\$) All	1.00	0.00	0.00	0.00 esponsibility	(\$) Balance