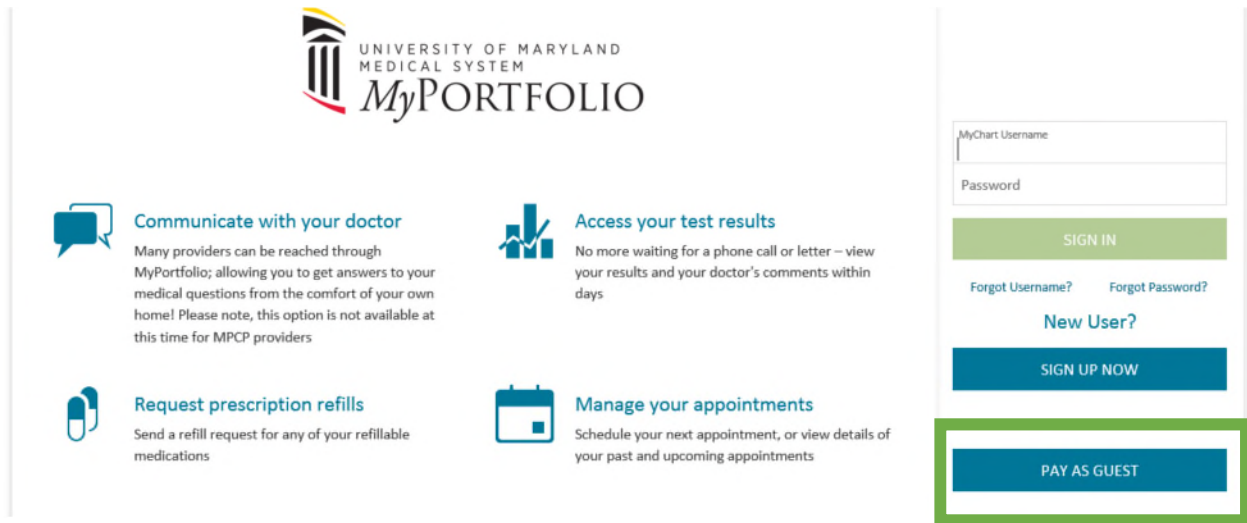


## Making a Payment as a Guest

### Brief Explanation

If you do not have a MyPortfolio account, you can pay as a guest from the MyPortfolio link.



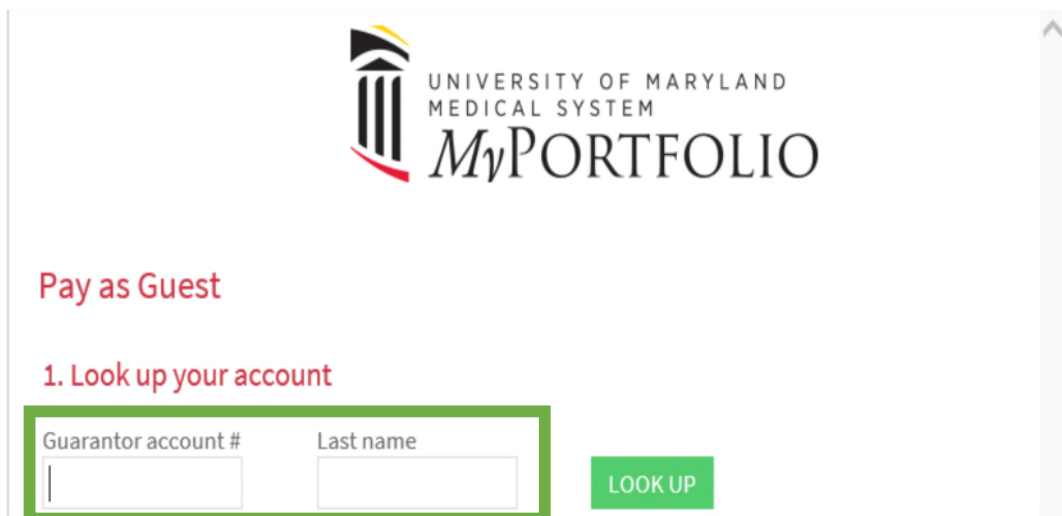
The screenshot shows the MyPortfolio homepage for the University of Maryland Medical System. The header includes the logo and the text "UNIVERSITY OF MARYLAND MEDICAL SYSTEM MyPORTFOLIO". Below the header, there are four service options, each with an icon and a brief description:

- Communicate with your doctor**: Many providers can be reached through MyPortfolio; allowing you to get answers to your medical questions from the comfort of your own home! Please note, this option is not available at this time for MPCP providers.
- Access your test results**: No more waiting for a phone call or letter – view your results and your doctor's comments within days.
- Request prescription refills**: Send a refill request for any of your refillable medications.
- Manage your appointments**: Schedule your next appointment, or view details of your past and upcoming appointments.

On the right side, there is a sign-in/sign-up section with the following elements:

- Input fields for "MyChart Username" and "Password".
- A green "SIGN IN" button.
- Links for "Forgot Username?" and "Forgot Password?".
- A "New User?" link.
- A blue "SIGN UP NOW" button.
- A blue "PAY AS GUEST" button, which is highlighted with a green border.

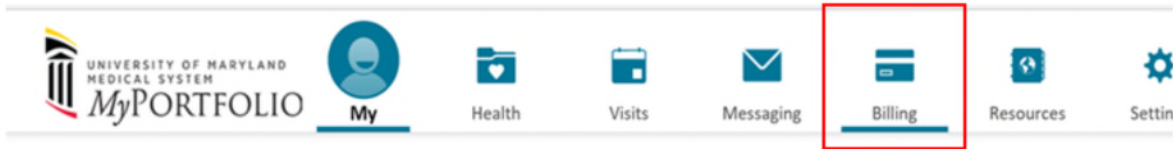
If you use the “Pay as Guest” feature, you will have to enter the guarantor account number and the guarantor’s last name.



The screenshot shows the "Pay as Guest" section on the MyPortfolio website. The header includes the logo and the text "UNIVERSITY OF MARYLAND MEDICAL SYSTEM MyPORTFOLIO". Below the header, the text "Pay as Guest" is displayed in red. Underneath, the heading "1. Look up your account" is shown in red. The main content area contains two input fields: "Guarantor account #" and "Last name". A green "LOOK UP" button is positioned to the right of the input fields. The entire "Pay as Guest" section is highlighted with a green border.



From the Billing screen, you can see your open accounts and select the specific balance you want to pay.



### Billing Account Summary



>

Click **Account Detail** or **See More Payments** to see more information about a particular account.

If you have any questions regarding your hospital statement, please refer to the phone number on your statement or call 410-821-4140.









**Maryland Primary Care Physicians (MPCP) Patients only:** If you have any questions regarding your MPCP billing statement, please contact 410-729-2642.

**University of Maryland Community Medical Group or St. Joseph's Medical Group Patients:** for questions regarding your professional billing statement, contact the number corresponding to the first letter of the patient's last name: A-K contact 877-598-9253 or L-Z, contact 888-571-2113.

Account	Account Type	Last Payment	Amount Due
<a href="#">Account #95000476</a> My Portfolio UNIVERSITY OF MARYLAND COMMUNITY MEDICAL GROUP SA	Physician Billing Personal/Family <a href="#">See Account Detail</a>	\$20.00 (11/6/2018) <a href="#">See More Payments</a>	\$658.00 <input type="button" value="PAY"/>
<a href="#">Account #104000290</a> My Portfolio CC - MD PRIMARY CARE PHYSICIANS	Physician Billing Personal/Family <a href="#">See Account Detail</a>	No payments on this account.	\$395.00 <input type="button" value="PAY"/>

## Account Detail

You will be able to scroll down to see basic demographic information and details of the charges.



Account Number: 95000476

PORTFOLIO, MY  
Address:  
227 WEST ST  
BALTIMORE MD 21290  
Home Phone:  
[888-555-1212](tel:888-555-1212)

### Account Details

Date	Description	Charges	Credits	Insurance Balance	Patient Balance
<b>Patient: My Portfolio</b>					
<b>Visit at UMSJMG Cardiovascular Associates with Sonia E. Baker, MD on Oct 8, 2018</b>					
Oct 8, 2018	OFFICE OUTPATIENT NEW 45 MINUTES - 99204 (CPT®)	354.00		0.00	332.00
Oct 25, 2018	- MY PORTFOLIO PT PAYMENT		-2.00		
Nov 6, 2018	- MY PORTFOLIO PT PAYMENT		-20.00		
<b>Visit at University of Maryland Community Medical Group - Orthopaedic Surgery &amp; Podiatry with Hal S. Crane, MD on Oct 16, 2018</b>					
Oct 16, 2018	OFFICE OUTPATIENT VISIT 25 MINUTES - 99214 (CPT®)	232.00		0.00	128.00
Oct 24, 2018	- ADJUSTMENT (SP)		-104.00		
<b>Visit at UMSJMG Cardiovascular Associates with Sonia E. Baker, MD on Oct 23, 2018</b>					
Oct 23, 2018	OFFICE OUTPATIENT NEW 45 MINUTES - 99204 (CPT®)	354.00		0.00	195.00
Oct 23, 2018	- ADJUSTMENT (SP)		-159.00		
Oct 23, 2018	COLLECTION VENOUS BLOOD VENIPUNCTURE - 36415 (CPT®)	6.00		0.00	3.00

At the bottom of the screen, you can make a payment or return to the Billing Account Summary.

If you would like to submit a payment via MyChart, please click **Pay Now** and follow the instructions on the next page.

[PAY NOW](#)

[VIEW RECENT PAYMENTS](#)

[BACK TO THE BILLING ACCOUNT SUMMARY](#)

When clicking on the Pay or Pay Now buttons you will need to enter how much you wish to pay in the “Other Amount” field.

## Account Payment

### 1. How much would you like to pay today?

You have a balance due for physician services at UNIVERSITY OF MARYLAND COMMUNITY MEDICAL GROUP SA.

Amount Due  
**\$658.00**

Other Amount

**\$25.00**

If you have multiple visits, you will be given the option to select the one they wish to pay. If you do not select a visit, the system will automatically apply the payment to the oldest outstanding self-pay visit.

You have multiple visits with outstanding balances. If you would like to apply the payment to a specific visit, please select it from the list below.

Visit at UMSJMG Cardiovascular Associates with Sonia E. Baker, MD on Oct 8, 2018	Outstanding Balance <b>\$332.00</b>
Visit at University of Maryland Community Medical Group - Orthopaedic Surgery & Podiatry with Hal S. Crane, MD on Oct 16, 2018	Outstanding Balance <b>\$128.00</b>
Visit at UMSJMG Cardiovascular Associates with Sonia E. Baker, MD on Oct 23, 2018	Outstanding Balance <b>\$198.00</b>

You are then asked how you want to pay. You will enter the name on the credit card and select “Add Card”.

### 2. How do you want to pay?

 Indicates a required field

 Name on card

ADD CARD

Billing information

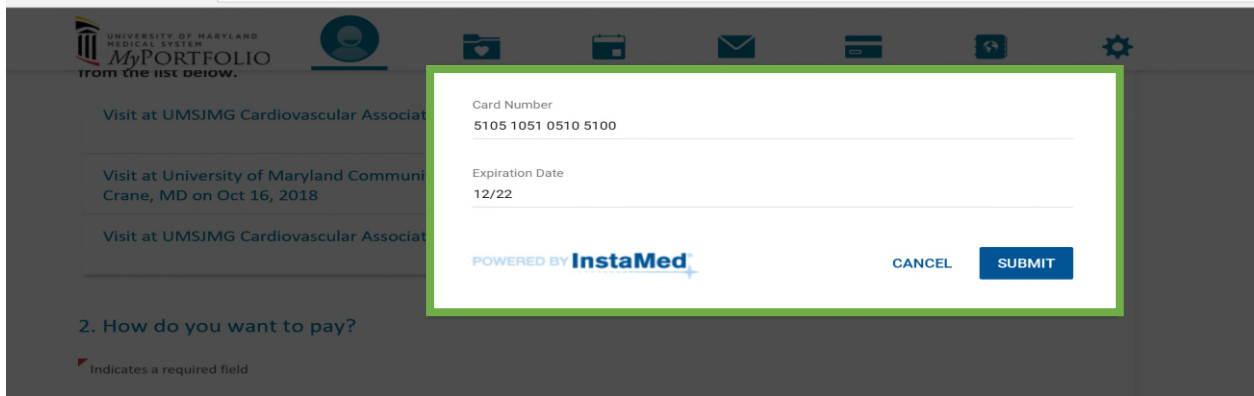
227 WEST ST  
BALTIMORE MD 21290  
[888-555-1212](tel:888-555-1212)  
[abell1@umm.edu](mailto:abell1@umm.edu)

Enter a new address

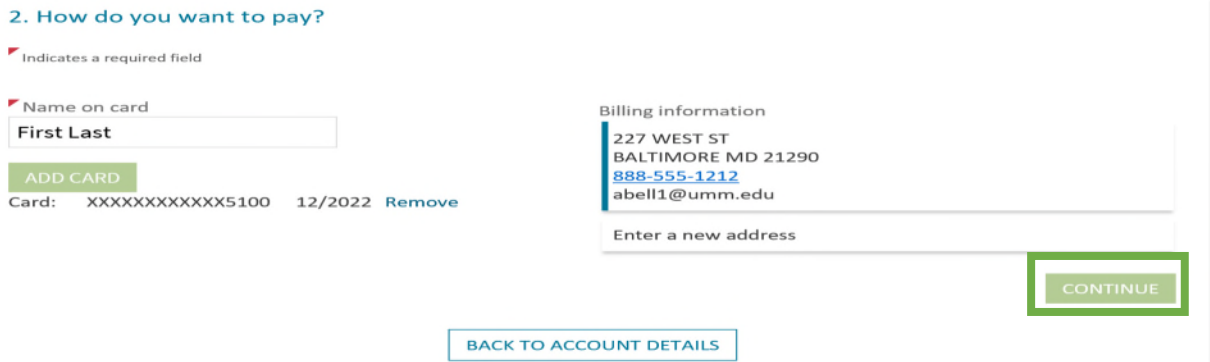
CONTINUE

BACK TO ACCOUNT DETAILS

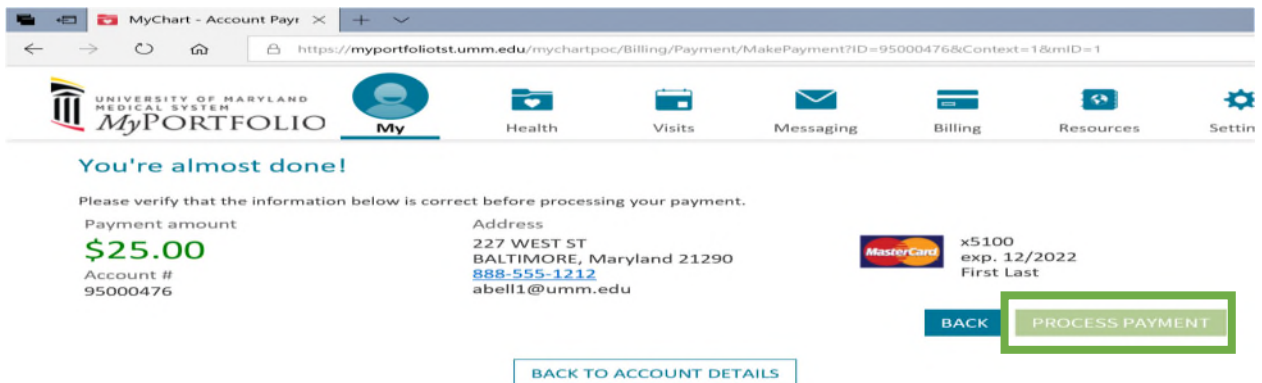
You should then enter the card number and expiration date and select “Submit.”



On this screen you will verify the information and select “Continue”.



You will have a final opportunity to make any corrections before submitting a payment. Once confirmed select “Process Payment.”



A confirmation will appear indicating the payment has processed. You can print this page as a receipt.

**Payment Processed**

✓ Your payment has been processed successfully! Please print this page as a receipt for your records.

Payment amount  
**\$25.00**

Account #  
95000476

Date  
11/12/2018

Authorization code  
A361D5

**x5100**  
exp. 12/2022  
First Last

[BACK TO ACCOUNT DETAILS](#)

The payment will post immediately to the transaction in your MyPortfolio account.

**Transaction Inquiry - 1 of 1 Account**

Internal ID	TR#	Svc Date	Patient	Status	Procedure	Department	Amount	Pat Due	Ins Due
3613	11	11/12/2018	MY		5001017	UMCMG BILLING OFFICE	25.00-	0.00	0.00

**Transaction Detail (Tx 11)** PMT - MY PORTFOLIO PT PAYMENT [9001017]

**Posting**

Post date:	11/12/2018	System batch #:	1
User:	T200158-PB, NIGHTLY PROCESSOR	User batch #:	0
Posting batch #:	21511	Reconciliation #:	

**Details**

Patient name:	PORTFOLIO MY	Department:	UMCMG BILLING OFFICE [9595020000]
Payor:		Ins pmt invlauth #:	
Posting module:	MyChart Web	Reference #:	
Source:	Credit Card	Treatment plan:	
Statement date:	Pending		

**Cash Information**

Cash ID:	5311	Guarantor:	PORTFOLIO.MY [95000476]
Cash amount:	25.00	External amount:	0.00
Posted amount:	25.00	Outstanding amount:	0.00

**Credit Card Information**

Payment method:	MasterCard x5100	Transaction ID:	3BD5626A6EE94C36BF80140DD2A6F597
Transaction date:	Mon Nov 12, 2018 12:43 PM	Authorization code:	A361D5
Nickname:		Merchant:	UMCMG PB InstaMed TEST