

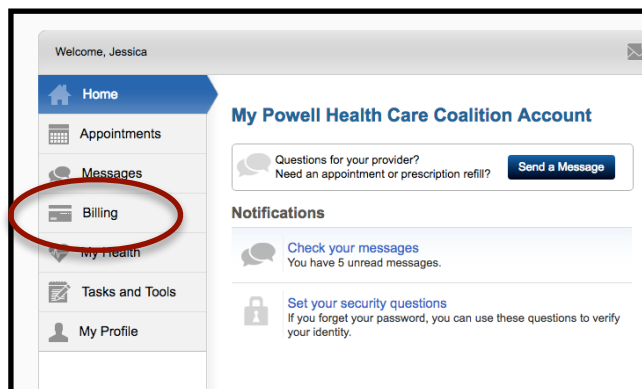
Heritage Health Center's Patient Portal

How to Check your Account Balance through the Portal

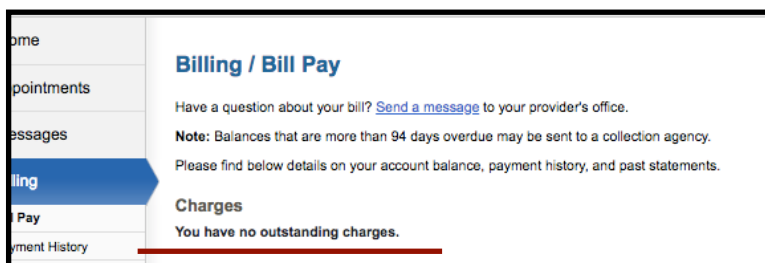
**Please note that though we are "Heritage Health Center," the Portal uses "Powell Health Care Coalition." These two entities are the same thing.*

1. Log-In to your Patient Portal Account through <https://11747.portal.athenahealth.com/>.

2. Click "Billing" on the menu on the left of your Portal Home page screen.



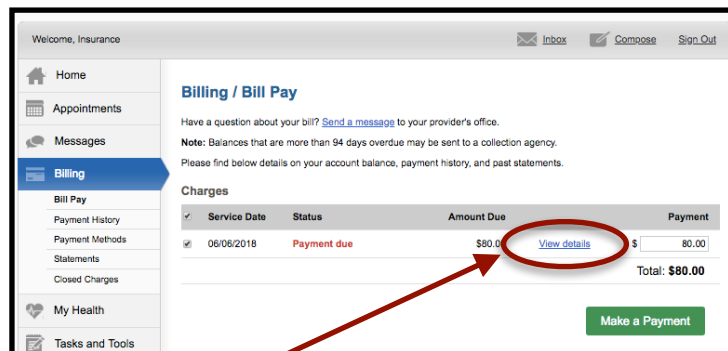
3. If you have no Balance the screen will look like this.



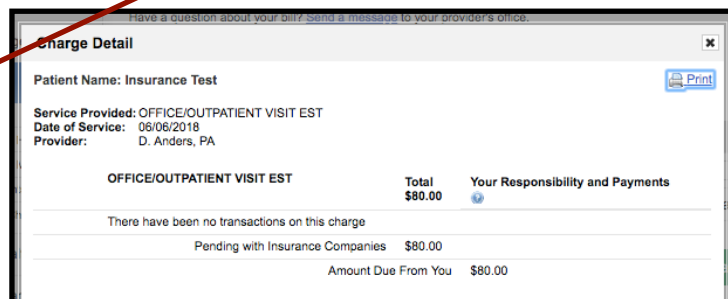
How to Make a Payment through the Portal

1. Follow Steps 1 & 2 of "How to Check your Account Balance on the Portal".

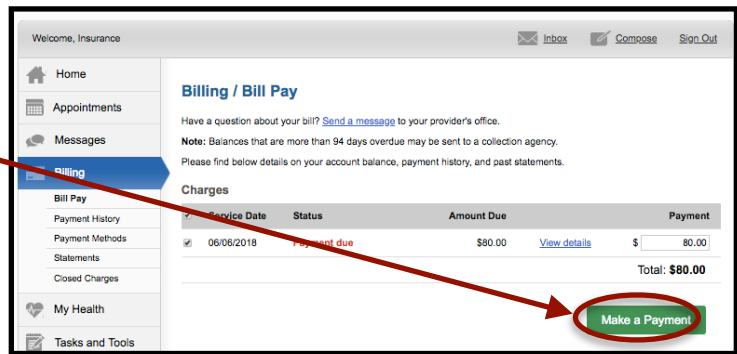
2. If you have a current balance, your charges will be listed in your Billing/Bill Pay Window.



3. Click "View Details" to review or print the details of the charges.



4. Click "Make a Payment."



5. Enter payment information and click "Review Payment."

Card number*
123456789123

Cardholder name*
Test Patient

Expiration date*
MAY-05 2019

Security code*
333

Save this card for future payments.
 Make this my default payment method.

Billing address

Address line 1*
123 NICE STREET

Address line 2

City*
POWELL

State*
WY

ZIP code*
82435

Back Review Payment

6. If all information on the payment screen is correct, click "Review Payment." The next screen will show all details of the transaction and payment information.

7. Change any details that are incorrect and click "Submit Payment."

8. You should receive a confirmation message that the payment has been accepted.

A confirmation message will also be sent to your email attached to your Portal account.

9. All statements and payments attached to your account will appear under the "Billing" section in the Portal.

