



Paperless Billing



Starting on **May 31, 2023** all patients with a MyChart account will be enrolled in paperless billing and will no longer receive billing communications in the mail. If you already opted out of paperless billing in your MyChart account, you will continue to receive your billing communications in the mail.

What is Paperless Billing?

Paperless billing means instead of receiving billing communications in the mail, patients will start receiving an electronic version. You will find all billing-related statements, letters, estimates and itemized bills within your MyChart account. Paperless billing helps eliminate extra paper mail and helps the environment.

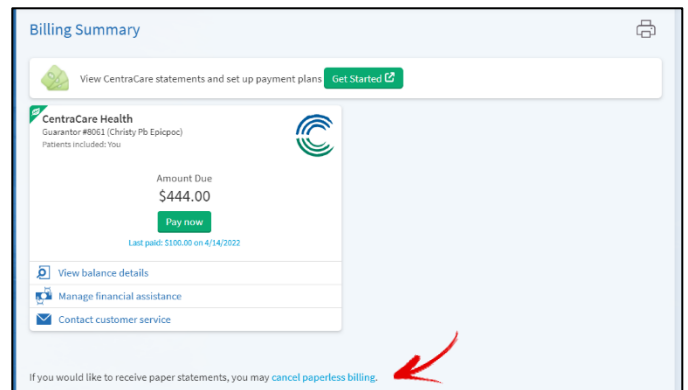
Using MyChart, it's easy to make payments and manage your account.



Not sure if paperless is for you?

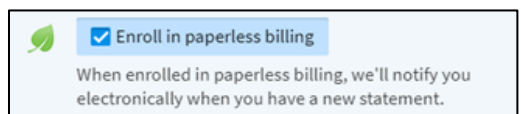
No problem, the option to opt out of paperless billing communications will be available after May 31, 2023. To change your billing preferences, log in to your MyChart account and complete the following steps.

1. Tap the **Menu** button. Locate and select the **Billing Summary** option.
2. Near the bottom of the window, locate and select the option to **cancel paperless billing**.



Special Notes and Exceptions

- ✓ Patients who do not have a MyChart account will receive billing communications the same way they always have.
- ✓ When signing up for a payment plan, the *Enroll in paperless billing* box will be automatically checked, even if you previously declined paperless. If you want to receive billing communications via mail, uncheck the Enroll in paperless billing box.



For more information or to receive help with MyChart Billing features, please call our MyChart Support line at 320-240-7897, Monday-Friday between 8 am - 4:30 pm.