

Insurance Companies Report

Click on the Reports menu, then Lists, then Insurance Companies.

The Insurance Company report is simply a print out of all insurances that are currently in the system or have been entered previously. This print out gives the following: Number, Name, City, State, Zip, Address (1 and 2), Phone, Payor ID, and Submitter Type. To see what insurance is currently listed, go to the list menu under Insurance & Medigap Companies. This report can be printed to Labels as well, which is helpful for labeling what insurance company portfolios there may be.



The screenshot shows a dialog box titled "Insurance Company List Report: 1". It has a blue title bar with standard window controls (minimize, maximize, close). The dialog is divided into two main sections: "Selection Criteria" and "Output Destination".

Selection Criteria: This section contains an "Order By:" label followed by two radio button options: "Insurance Company Name" (which is selected) and "Zip Code".

Output Destination: This section contains four radio button options: "Print Preview", "Send to Printer" (which is selected), "Labels", and "Save to File".

On the right side of the dialog, there are two buttons: "Print" and "Close".