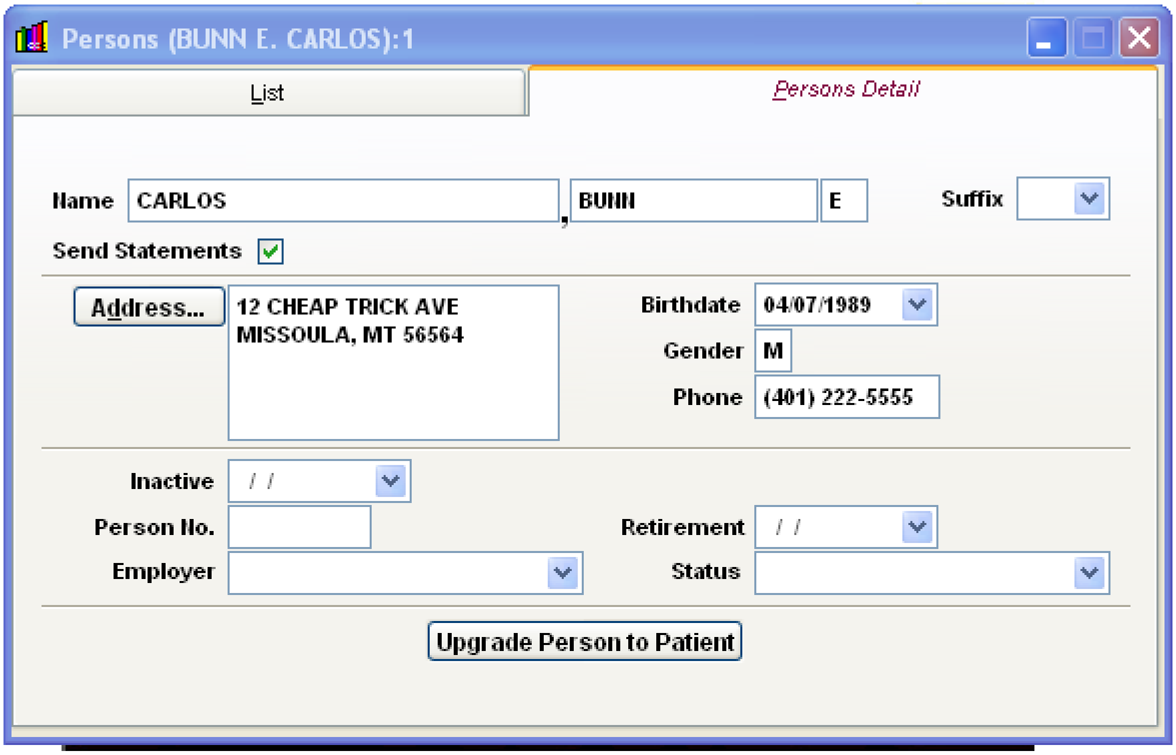
Non Patients

When your patients have insurance policies that are **not in their own names** and instead in the name of a family member or legal guardian, you will have to house certain information from **the cardholder** in order to successfully bill to the insurance company.

When the cardholder is not a patient in your office, the NON PATIENT list is where you will enter their information.



Name, Address, Birthdate, Gender, and Phone Number

Please enter all this information as it will be transferred in your billing file to the insurance company. Your payment will be gemnerated from the policy cardholder information in this situation.

Send Statements	Checking this box will enable Patient Billing statements to generate as the patient billing is generated through this responsible party.
Inactive	You can choose to make these entries inactive.

The remainder of the screen is not necessary for you to enter unless this is information that you would like to have on file.There is also an option to **Upgrade Person to Patient** if this responsibility party decides to become an active patient in your clinic.