
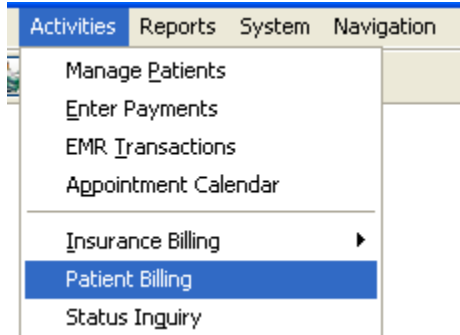


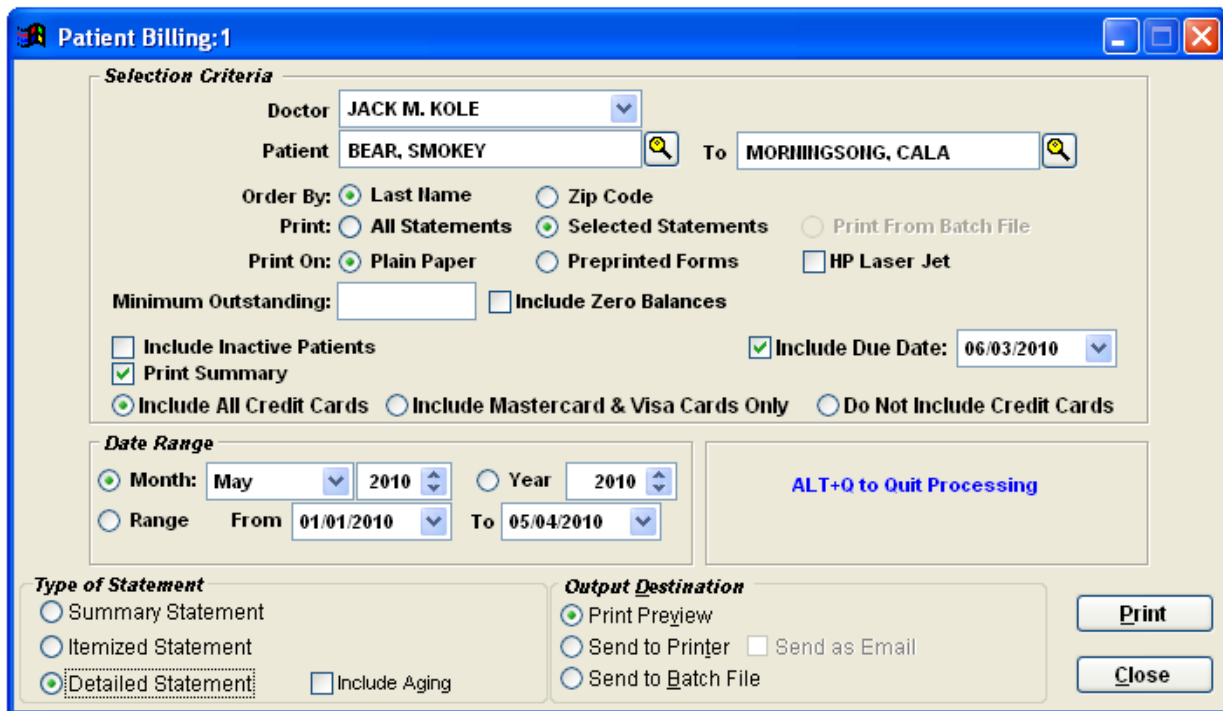
PATIENT BILLING

Just as you have an Insurance Billing template in ClinicPro to create electronic billing files, there is also this venue to assist you in billing your patients for their responsibilities.

To open your Patient Billing screen either click the Patient Billing icon  or go to Activities and then patient billing:



The Patient Billing template will appear:



The screenshot shows the 'Patient Billing:1' window with the following fields and options:

- Selection Criteria:**
 - Doctor: JACK M. KOLE
 - Patient: BEAR, SMOKEY
 - To: MORNINGSONG, CALA
 - Order By: Last Name, Zip Code
 - Print: All Statements, Selected Statements, Print From Batch File
 - Print On: Plain Paper, Preprinted Forms, HP Laser Jet
 - Minimum Outstanding: [] Include Zero Balances
 - Include Inactive Patients, Include Due Date: 06/03/2010
 - Print Summary
 - Include All Credit Cards, Include Mastercard & Visa Cards Only, Do Not Include Credit Cards
- Date Range:**
 - Month: May 2010, Year: 2010
 - Range: From 01/01/2010 To 05/04/2010
 - ALT+Q to Quit Processing
- Type of Statement:**
 - Summary Statement
 - Itemized Statement
 - Detailed Statement Include Aging
- Output Destination:**
 - Print Preview
 - Send to Printer Send as Email
 - Send to Batch File

Buttons: Print, Close

Now the work involved is in filling the fields that you desire to create your Patient Statements:

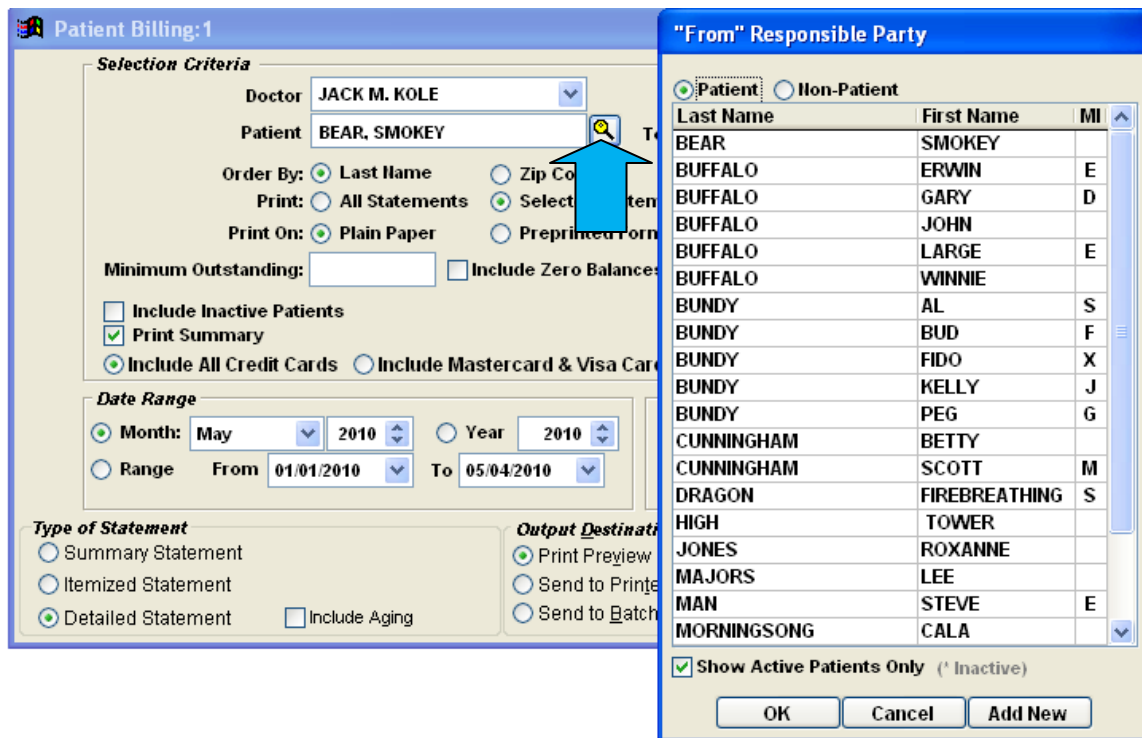
Doctor -

Choose the provider that is assigned to the patient or patients you wish to generate a statement for from this field.

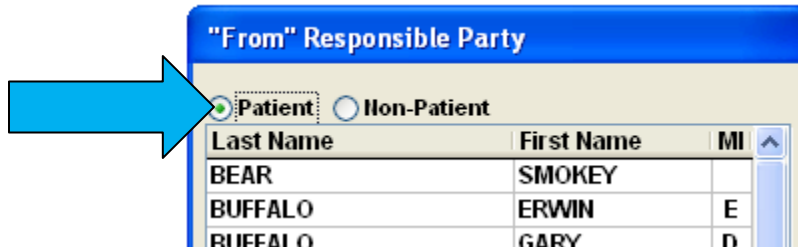
Patient -

From these fields you can generate a statement for one patient or for a group a patients:



For one patient, fill in the “from” and “to” fields by choosing the patient’s name



Click the drop down arrow and the patient list will display. You can choose “Patient” or you can choose the “Non-Patient” database:



Now, repeat this task for the “from” field. You will have the selected patient’s name in both fields.

Patient  To 

For a range of patients, repeat the above process with beginning patient in “from” field and ending patient in “to” field:

Patient  To 

Order by - Chose either LAST NAME or ZIP CODE, whatever setting is most efficient for your office.

Print - All Statements Selected Statements

All Statements – will bring up ALL of your patients that have balances to generate a statement.

Selected Statements – will bring up ALL of your patients that have balances and allow you to pick and choose from this list:

Order By: Last Name Zip Code
 Print: All Statements Selected Statements Print From Batch File
 Print On: Plain Paper Preprinted Forms HP Laser Jet

Standing:

Active Patients
 Primary
 Credit Cards

01/01/2010

Include

Select Statements

BUFFALO, GARY D	\$154.50	BEAR, SMOKEY	\$204.50
BUFFALO, JOHN	\$130.00		
BUFFALO, LARGE E	\$571.10		
BUFFALO, WINNIE	\$156.10		
CUNNINGHAM, BETTY	\$85.00		
CUNNINGHAM, SCOTT M	\$100.00		
DRAGON, FIREBREATHING S	\$135.60		
HIGH, TOWER	\$80.00		
MAN, STEVE E	\$350.00		
MORNINGSONG, CALA	\$225.00		
SARNO, FRANK	\$39.50		
YESTERDAY, TOM	\$236.10		

Double-click an item to move it from one list to another

OK Cancel

Simply click on the patients that you wish to generate statements for in this billing. They will appear on the right side of the window as you click them.

Print On-

Print On: Plain Paper Preprinted Forms HP Laser Jet

All of these following options can be checked or unchecked at your discretion:

Minimum Outstanding-

 Include zero balances –

Include Inactive Patients

Print Summary

Include Due Date

Include All Credit Cards

Include Mastercard & Visa Cards Only

Do Not Include Credit Cards

Date Range – only utilized with the Detailed Statement

Date Range

Month: May 2010 Year: 2010

Range From: 01/01/2010 To: 05/18/2010

You can interrupt the statement processing by pressing ALT + Q

Types of Statements

Summary- will generate a simple statement displaying only the patient's balance.

Itemized – will display all open charges as well as the details on individual charges

Detailed - will display various charges and transactions. You can include an Aging account to generate on this statement as well as order a date range.

Output Destinations

Print Preview – this allows you to preview the statement before you send it to the printer. If you decide to print the statement from this Preview mode, the CP software will not be triggered to see that you have actually run a statement for the patient or patients so a STATEMENT line will not appear on the Transaction Card.

Send to Printer – when ready to print statements, choose this option.

Send to Batch File - This option is extremely handy if you run statements on your entire patient list or notice that the statements consume a large amount of time to generate. Due to our requested customer options that have been programmed into the software, the Patient Statements can take up a considerable amount of time to process. To avoid being held up by lengthy processing times, you can order the statements to be sent to a batch file and then print the batch file at a more convenient time for your schedule.

When you choose “Send to a Batch File,” there will be a processing time while your statement batch transfers automatically to a batch file. This batch file can be ordered up at any point in the future and will remain ready for you to print until you overwrite the saved batch. Some of our customers report saving their statements to a Batch File and then running them overnight. This way their statements are ready in the morning and they have not lost any office time waiting for their processing.

Send As Email- In order to utilize the ClinicPro email feature, your office must be set up with the email server Microsoft Outlook or Microsoft Outlook Express. Please ask a ClinicPro technician for help with this feature.