

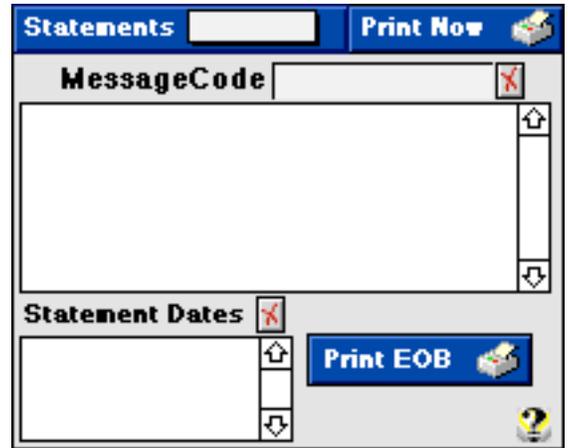
How do I...

Print Patient Statements ...

Reprint Statements

You've run a batch of statements but somehow a HCFA form got mixed in with your paper (or some other SNAFU occurred when printing). Unlike Claims Printing, they're not exported and stored in a separate module. You will have to find that batch of statements and reset them to Batch.

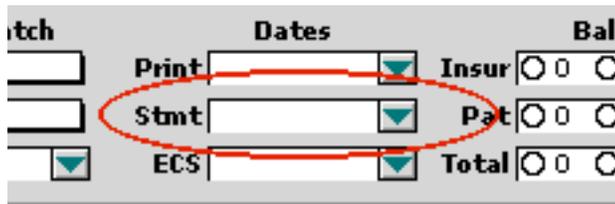
If there is only one statement that needs to be printed, just go into the Billing module and find the invoice in question. In the lower middle of the payment screen you can toggle it to Batch (to be gathered in the statements printing batch), or you can print it now by clicking on **Print Now** and it will print out right away.



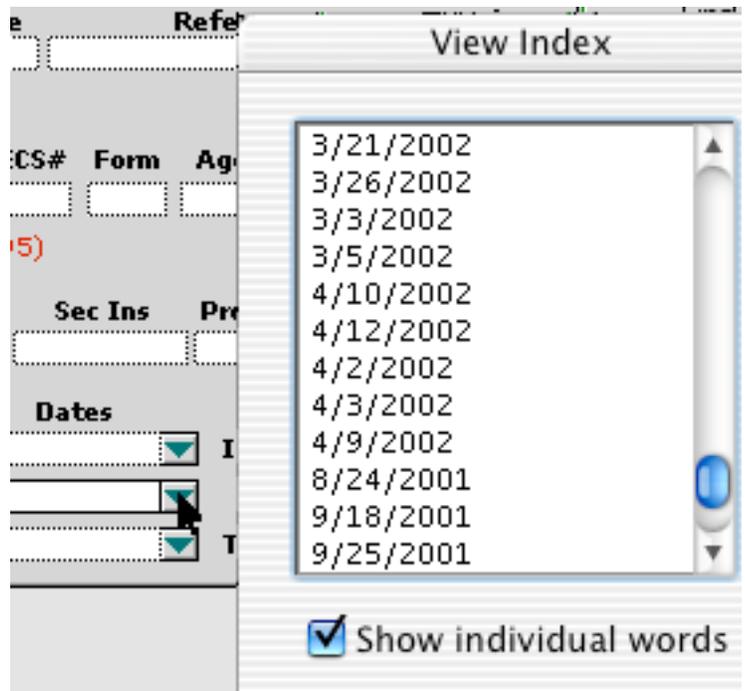
Reprint a batch of statements

If more than one statement was mis-printed, you can review the whole batch and select which ones need to be reprinted.

On the main menu of the Billing module there is a Find to add Payment button. This will take you to the find dialog. Click More Choices.



Go down to where it has **Stmnt** under Dates and click on the green down arrow. You will get a



dialog box with all the dates that statements have been printed (make sure **Show individual words** is checked or it will be a mess!). Select the date in question and click **Paste** then click **Find**.

You will get a list of all the statements that were printed on that date. In the column marked **St** check the invoices for which you wish to print statements.

If you want to reprint most or all, click the X box over **St** then uncheck the ones you do not want to print.



Printing More than one statement

If you have a problem of telling it to print and it only prints one and you're trying to print a batch, then your printing setting got flipped to print "current record" rather than "records being browsed." Next time you print (different printers have different print screens), if you can click on "General" and get a drop down list, change it to "FileMaker Pro." There you will see the options for "Current Record" and "Records being browsed." Change it to the appropriate setting. If your printer will allow you to save the default setting (often in the lower left corner of the window), you can save that setting.