Can We Change The Text That Appears on Billing Statements?

You can add or change the text that appears at the top or bottom of your billing statements (statement printed from Billing tab and All Other Billing).

1. From Barnestorm Office main screen, click on **Codes**> **Program Related Codes**>**Program Codes > Program Data-Part 1.**

2. Select the Program **Code** you want to add/change the statement information.

3. You have five rows of text for your **Header** and four rows of text for your **Trailer.**

3. Enter the text needed then click on **Save**.

You also have the option to edit each individual statement trailer:

1. From Barnestorm Office main screen, click on **Accounts Receivable.**

2. Click **Reports.**

3. Click **05.37 Balance Forward Statemen**t.

(For a screen tip on how to use this screen, click the **Instructions** button. Click the **Instructions** button again to make it disappear.)

4. At **Statement Trailer text**, type in what you want to print off on the statement.

5. Click **Print.**

This will make changes to each individual statement you print off. Change the text, as needed, as you go through your patient list. What you enter on this screen will **not** replace your general statement Trailer (saved under Program Codes Part 1)