

**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 optional rows of text for your **Header** and four optional 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 Statement.**

(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)

## Can We Change The Text That Appears on Billing Statements?

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50142.aspx>