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**.

NOTE: Any changes on this screen will apply to all statements. To make changes to an individual patient's statement, see next section.

Changing the Statement Text for a Specific Patient:

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 the text you want to appear in the statement.

5. Click **Print.**

This will make changes to each individual statement you print off, during each session. 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)