

## AR Inquiry

The AR Inquiry screen allows you to view the history of a patients account. From the **Main Menu** in **Barnestorm Office** click on **Accounts Receivable (or Billing) > Inquiry > AR Inquiry**.

- Enter the patients chart number or search for patient by name. Use the **0-90 Days, 0-365 Days and 0-9999 Days** to search for discharged patients.
- When you select a patient the From is the Admit date and the Thru date is the current date. You can change the dates to select a specific time frame. After you change the dates click on View to refresh the screen.
- You can view all claims or only the unpaid ones.
- By default, the Show Newest First is selected. If you want to view the older claims first uncheck this box.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50430.aspx>