- 1. Select the Patient by entering the chart number or patient's last name
- 2. Choose the correct date range for the time period you wish to view; OR
- 3. You can choose "Only Show Unpaid," "Show All," or "Show Newest First."
- 4. Then click View

NOTE: If result is "No A/R Found," make sure the appropriate member of staff has performed the <u>Post Amount</u> <u>Billed</u> for the month/patient.

Knowledgebase http://kb.barnestorm.biz/KnowledgebaseArticle50488.aspx