

How To Find Patient Balance Due/Print Monthly Statement

There are different ways to find out patient balance:

1. From Main Menu, select **Accounts Receivable** tab (or **Billing** tab) > **Inquiry** tab > **A/R Inquiry** tab. Type in the patient name or chart #. You can select “**Show All**” balances or “**Only Show Unpaid**” balances, with the option to choose **Newest First**. By selecting **Newest First**, the months will show by descending order.
2. You can also print the following report to show outstanding patient balances:

From Main Menu, select **Reports** > **Accounts Receivable** > **05.2330/60/90 by Patient Report**: Enter all pertinent information, including the payer code for patient pay > Select **Print** tab

To print off monthly statement for a patient:

1. Go to **Accounts Receivable** tab
2. Select **Reports** tab
3. Select **Balance Forward Statements**
4. Select **Instructions** tab for information on how to use this screen
5. After completion of required fields, select **Print** tab.

Other articles relating to balance forward statements:

[Patients Name and Address Shows Twice on Balance Forward Statement](#)

[Change Billing Statements Trailer and Footer](#)

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50830.aspx>