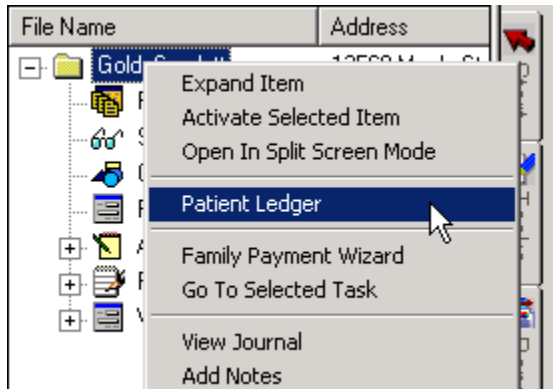


## Patient Ledger: How to Bring an Old Invoice Forward

### How to Access / Edit an Old Invoice and Bring it Forward to Patient Account from the Ledger:

1. Right Click on patient name in the Patient Browse Tree



2. Go to Patient Ledger
3. Right Click anywhere on the Invoice Summary pane, and select "Allow Edit"
4. Enter your user name and password, then click on Access
5. You are now in edit mode, as indicated by the asterisk \* in the last row of the Patient Invoices grid
6. Mark an X in the EF column box to the left of the invoice you want to bring forward to the Patient Account

Patient Invoices						
	E/F	Invoice Number	O/S	Invoice Date	Insured Amount	Patient Amount
	<input type="checkbox"/>	0003275	<input type="checkbox"/>	12/29/2008	\$ 0.00	\$ 0.00
	<input checked="" type="checkbox"/>	0003311	<input type="checkbox"/>	2 /24/2009	\$ 0.00	\$ 0.00
	<input type="checkbox"/>		<input type="checkbox"/>			
	<input checked="" type="checkbox"/>		<input type="checkbox"/>			

7. You can now go into the patient's account (Charge / POS Payment Entry pane) and click on the tab showing the date and invoice number of the invoice you brought forward from the ledger.