

Checking Out a Patient

Notes:

- All Scheduled patients must be checked in using the Action Manager.
- After completing each task, remember to **GO FORWARD**.

Remember To Do Checklist:

- Enter Recall date, if necessary
- Schedule patient next appointment, if necessary
- Enter patient charges and payment (remember to post and correct all errors)
- Print statement (right mouse click on invoice and select Print Statement)
- Remove patient from Action Manager