How to Submit a Billing Sheet

From the main **Billing Sheet** screen, locate the sheet you would like to submit (*status will show as Doctor WIP*).

×

To submit a billing sheet:

- Hold down on the sheet you wish to submit
- Tap Submit Sheet on the pop-up that appears

×

• Confirm by tapping **Submit Sheet** again in the second pop-up

×

Once submitted, you'll see a green confirmation banner: **"Billing Sheet Submitted Successfully"** The status will now show as **Submitted** with the date.

×