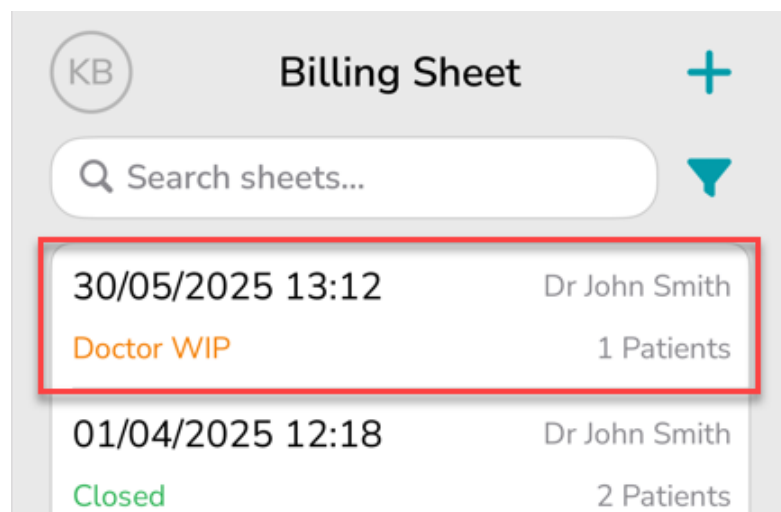


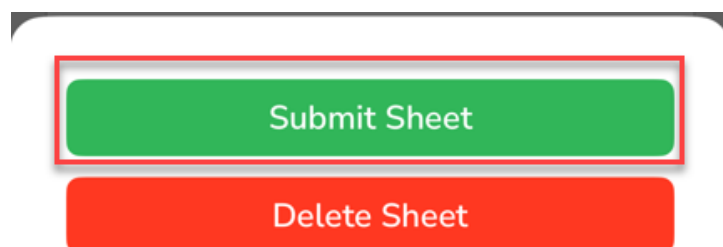
How to Submit a Billing Sheet

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

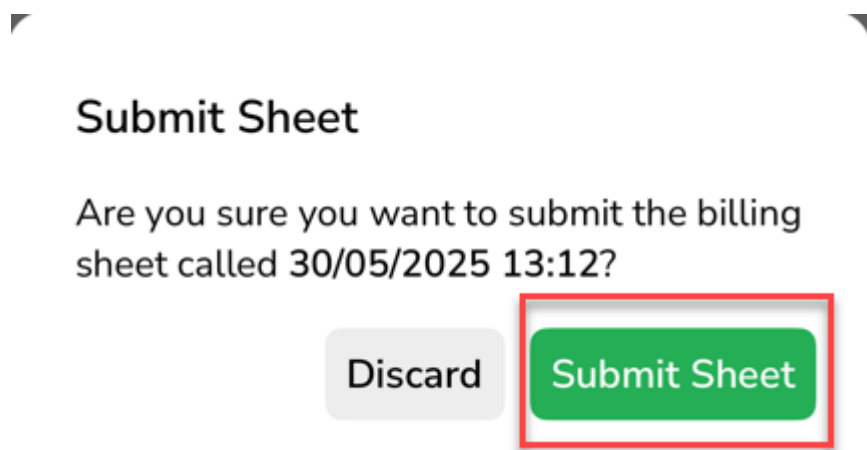


To submit a billing sheet:

- **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.

FYDO

Billing Sheet

Billing Sheet Submitted Successfully.

Q Search sheets...

30/05/2025 13:12

Dr John Smith

Submitted on 05/30/2025

1 Patients