

Printing Clinic Invoices Through Patient Records

Start off by opening the patient in question's record and hit the **Accounts** button.



This button reveals a patient's billing/ treatment history where **each line is an invoice**:

Patient Details	Other	Appointments	Recalls	Accounts	Episodes	Communication	Documents
Account Status	All		Service Type	All	From	To	
Inv# ↑	Date of Service	Doctor	Service Type	Inv Amount			
7	28/08/2020	Chandra, Pete	Medicare	\$ 173.05			
6	25/08/2020	Chandra, Pete	Medicare	\$ 173.05			

So from here, simply right click on the desired invoice to be printed and select **Print Invoice**. This will produce a **PDF** file of the invoice, which you may print or store/ send electronically.

118 - BOLD, Katie

The following has expired : Entitlement Card

Patient Details

Other

Appointments

Recalls

Accounts

Episodes

Communication

Documents

Account Status All Service Type All From To Search

Inv# ↑	Date of Service	Doctor	Service Type	Inv Amount	GST	Paid Amount	Status
7	28/08/2020	Chandra, Pete	Medicare	\$ 173.05	\$ 0.00	\$ 0.00	Awaiting Payment
6	25/08/2020	Chandra, Pete	Medicare	\$ 173.05	\$ 0.00	\$ 0.00	Awaiting Payment

If selecting **Print Invoice** presents you with the below message, this means you do not have an **invoice template** for the *type of invoice* you are attempting to print,

So, [click here to view our guide on how to upload an invoice template](#).

