

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**:

A horizontal navigation bar with buttons for 'Patient Details', 'Other', 'Appointments', 'Recalls', 'Accounts', 'Episodes', 'Communication', and 'Documents'. The 'Accounts' button is highlighted with a red rectangular border.

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.](#)

