<u>Printing Clinic Invoices Through Patient</u> <u>**Records**</u>

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

Patient Details	Other	Appointments	Recalls	Accounts	Episodes	Communication	Documents

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

Patient Det	tails Other /	Appointments Recalls	Accounts	Episodes	Communication	Documents
Account Status	All	Service Type	All	•	From	то
<u>Inv#</u> †	Date of Service	Doctor		Service	Туре	Inv Amount
7	28/08/2020	Chandra, Pete		Medicar	e	\$ 173.05
6	25/08/2020	Chandra, Pete		Medicar	e	\$ 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.

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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, <u>click here to view our guide on how to **upload an invoice template**.</u>

