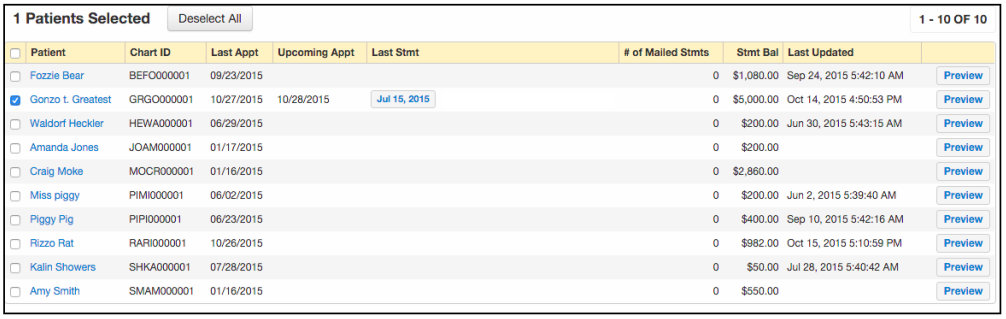
# Creating an Itemized Patient Statement

Last modified on 09/25/2026 4:20 pm EDT

DrChrono allows you to generate a single report for a patient with their insurance information, a summary of their balance, and all of their financial transactions.

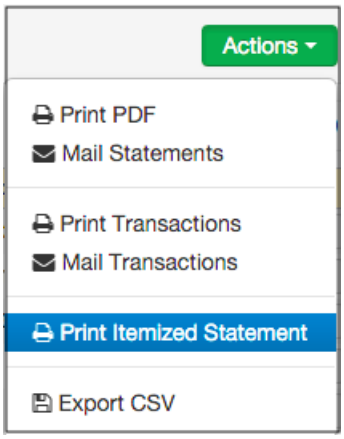
1. Hover over the **Billing** tab and select **Patient Statements**

2. Select a patient from the list by checking the box next to their name.

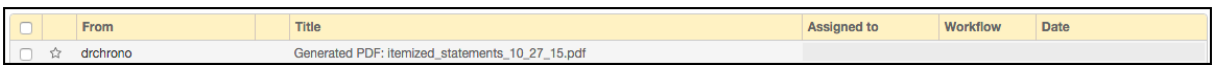



*The patients listed above are sample patients with test data.*

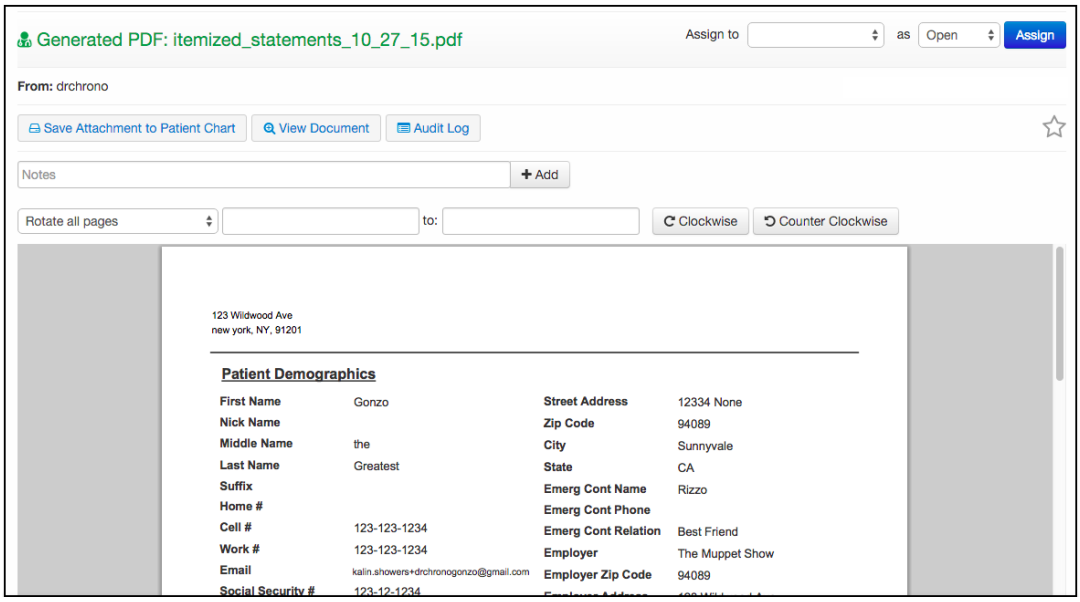
3. Press the green **Actions** button and select either **Print Itemized Statement** or **Print PDF** from the drop-down.
    a. Print Itemized Statement will give you a very detailed breakdown of the patient's account.
    b. Print PDF will give you a summary, listing the current balance due from the patient.




4. A PDF of the statement will be generated in your message center, where you can print it for the patient.




This is the detailed Itemized Statement (Print Itemized Statement):




Here is the summary (Print PDF):

# STATEMENT

**Office Demographics**

Billing Office Phone: (301) 373-2818

COMPLETE AND RETURN IF PAYING BY CREDIT CARD.

CARD NUMBER | SECURITY CODE

NAME ON CARD (PLEASE PRINT) | EXP. DATE

SIGNATURE | AMOUNT

| STATEMENT DATE | ACCOUNT # | AMOUNT DUE |
|---|---|---|
| 09/25/26 | HAJE000002 | $86.00 |

**Statement ID: 124560-90153821-26943023**



**MAKE CHECK PAYABLE AND REMIT TO:**

**Patient Info**

**DETACH TOP PORTION AND RETURN WITH PAYMENT IN ENCLOSED ENVELOPE**

| DATE | DESCRIPTION | CHARGES | PYMTS | ADJMTS | BALANCE |
|---|---|---|---|---|---|
| | **Visit Totals for Claim #207890376 Patient: Jenny** | **$175.00** | | | **$175.00** |
| | Provider: [redacted] Location of Service: D Inpatient Hospital | | | | |
| 04/07/2022 | 99214-OFFICE O/P EST MOD 30 MIN | $175.00 | | | $175.00 |
| | Deductible: Not Available, Co-Insurance: Not Available, Co-Pay: Not Available | | | | |
| | **Visit Totals for Claim #386270221 Patient: Jenny** | **$261.00** | | | **$261.00** |
| | Provider: [redacted] Location of Service: Telehealth-IL | | | | |
| 02/12/2026 | 00542-ANESTHESIA REMOVAL PLEURA | $240.00 | | | $240.00 |
| | Deductible: Not Available, Co-Insurance: Not Available, Co-Pay: Not Available | | | | |
| 02/12/2026 | S0013-Esketamine, nasal spray | $21.00 | | | $21.00 |
| | Deductible: Not Available, Co-Insurance: Not Available, Co-Pay: Not Available | | | | |

**Account Information**

Statement Date: **09/25/2026**
Account: **HAJE000002**
Patient: **Jenny Harris**
Patient Balance: **$86.00**

**AMOUNT DUE**
**$86.00**

For questions about billing, call
To pay by credit card, call
You can also pay by credit card online at onpatient.com -
If you don't have access, call request an account.

**Office Demographics**