

How to Generate a Statement with the Responsible Party Information?

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If you need to direct a statement to someone other than the patient, perhaps a parent or guardian, you can designate that in their chart. The steps below will show you how to enter the information.

1. Hover over Patients and select Patient List.
2. Search for the patient by the patient's name or Chart ID.

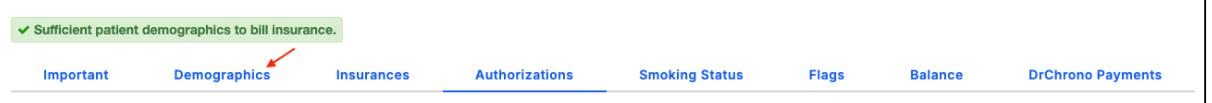


Manage your existing patients

Patient search... More Filters

+ Add new patient PAGE 1 OF 5

3. In the Demographics tab, select the Demographics section and scroll down to the Responsible Party section. Please enter the information for the responsible party and press **Save demographics**.



✓ Sufficient patient demographics to bill insurance.

Important Demographics Insurances Authorizations Smoking Status Flags Balance DrChrono Payments



Responsible Party

Primary Responsible Party

Responsible Party Name	<input type="text"/>
Responsible Party DOB	<input type="text"/>
Responsible Party Relation	<input type="text"/>
Responsible Party Phone	<input type="text"/>
Phone Use	-----
Responsible Party Email	<input type="text"/>
Responsible Party Address	<input type="text"/>
Responsible Party Zip Code	<input type="text"/>
Responsible Party City	<input type="text"/>
Responsible Party State	-----

Once you update the Responsible Party details in the patient demographics screen, the information will be reflected in the patient statement going forward.
