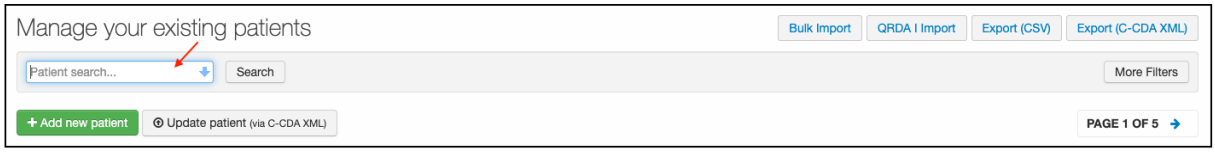
How to Generate a Statement with the Responsible Party Information?

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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.



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**.





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