

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

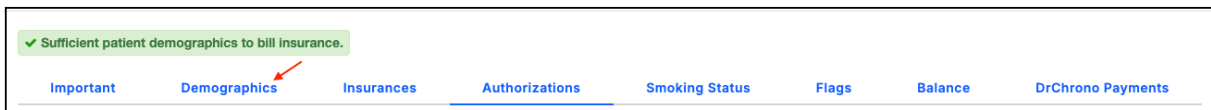
Bulk Import QRDA I Import Export (CSV) Export (C-CDA XML)

Patient search... Search More Filters

+ Add new patient Update patient (via C-CDA XML)

PAGE 1 OF 5 →

3. In the Demographics tab, Click on the Demographics section and scroll down to the **Responsible Party** section. Please enter the information for the responsible party and click on **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	----- <input type="button" value="v"/>
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	----- <input type="button" value="v"/>

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