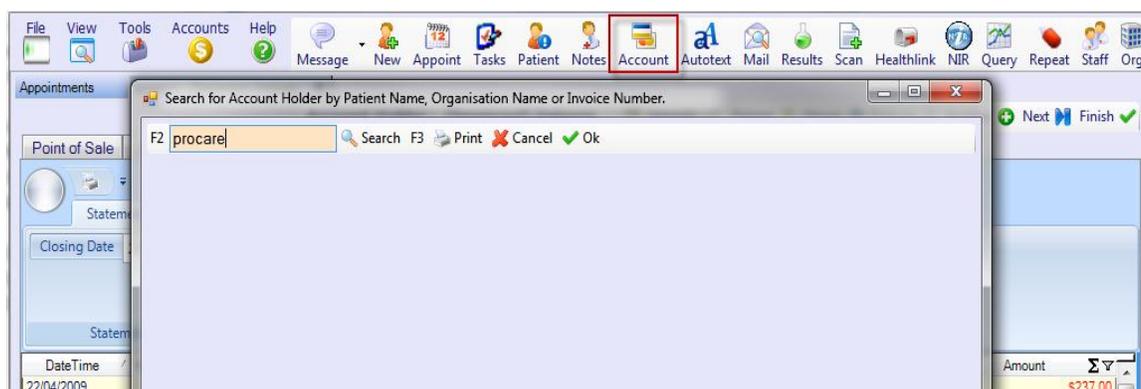


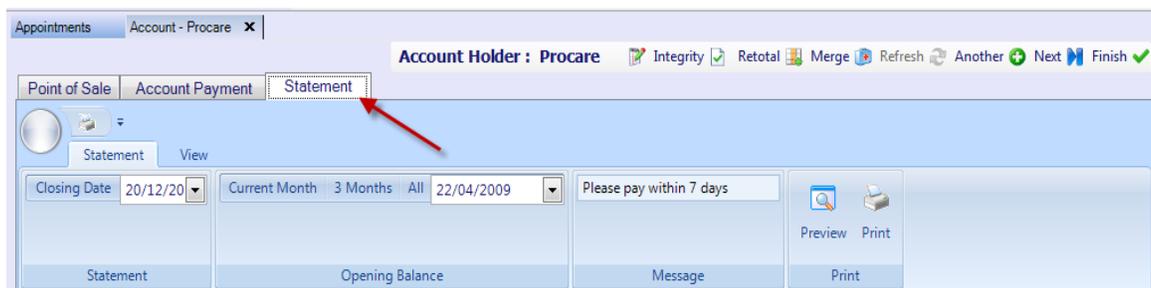


How to print statement/transactions in MyPractice

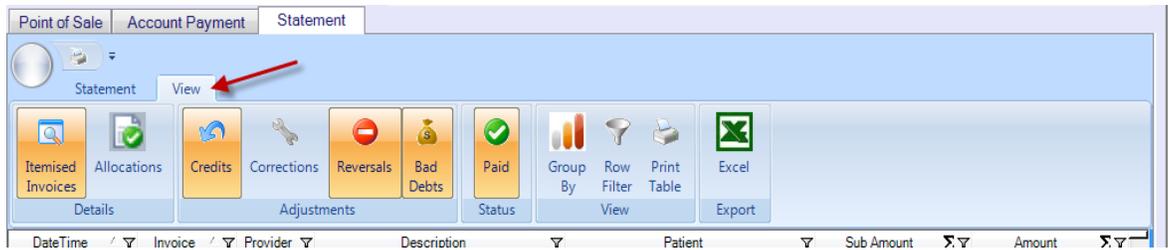
1. Open a patient/company account.



2. Click on statement tab:

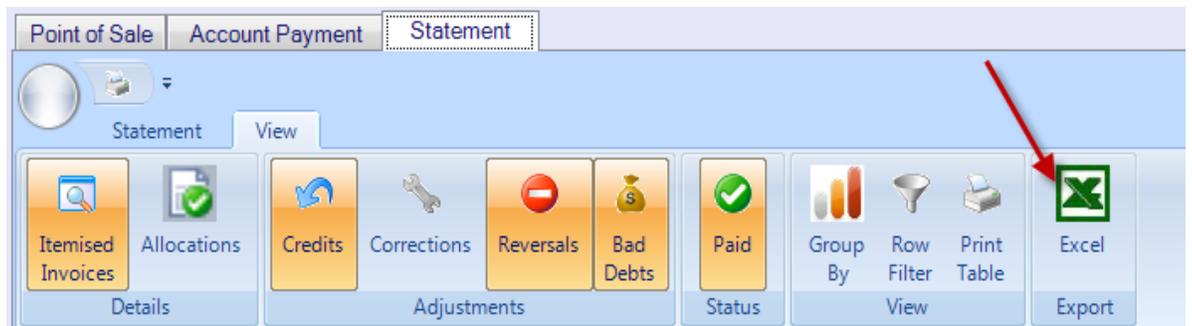


3. Select a Statement Date from the drop-down menu. This can be retrospective (there is no need for end of month or end of period accounts processing).
4. Select the period that you want the statement to cover. The default view (Current Month) displays an opening balance for items older than one month and lists details for the rest. You can choose to see details for the last [3 months], [ALL] dates or from a specified date using the drop-down menu.
5. Click on View tab it shows you all the options:

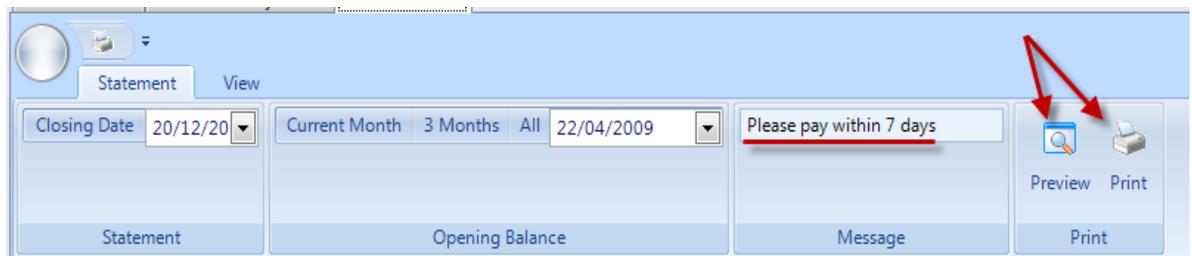


If you wish to see the individual items within the invoices (patient and service details) click Itemised Invoices (it should be selected by default).
 If you wish to see details of how payments have been allocated, click Allocations.
 If you wish to include credits, reversals or corrections, click the buttons as appropriate.

6. You can export you statement as excel



7. If you want to print the statement, click on Print button. Or click on Preview button to preview the statement.
 Enter any Message that you want to appear on the statement.



Here is the preview of the statement:

STATEMENT

My Doctor Ltd

P O Box 56232

52 Gladstone Road

Parnell

Central Auckland 1023

Phone: 09 309 2153

Fax: 09 309 2162

GST: 80-145-247

4-Dec-2010

Procure

P O BOX 105 346

110 Stanley St

Auckland

<u>Date</u>	<u>Service Item</u>	<u>Amount</u>
1-Dec-2010	Opening Balance	16,966.04
2-Dec-2010	Invoice No. 10094: by AKP	56.22
	Diabetes annual review: Rita Fox	56.22

Current	30 days	60 days	90+ days	unallocated	Total Amount Due
766.65	557.11	55.00	17,393.50	\$1,855.00	\$ 17,022.26

Please pay within 7 days