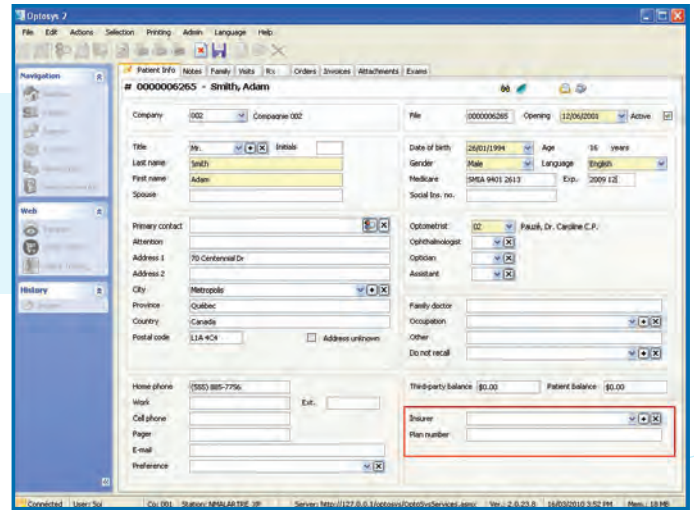
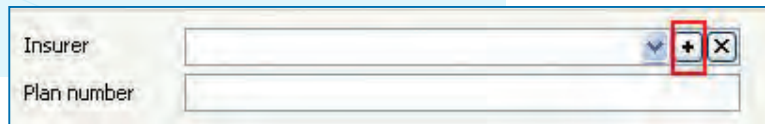


HOW TO ADD AN INSURER TO A PATIENT FILE.

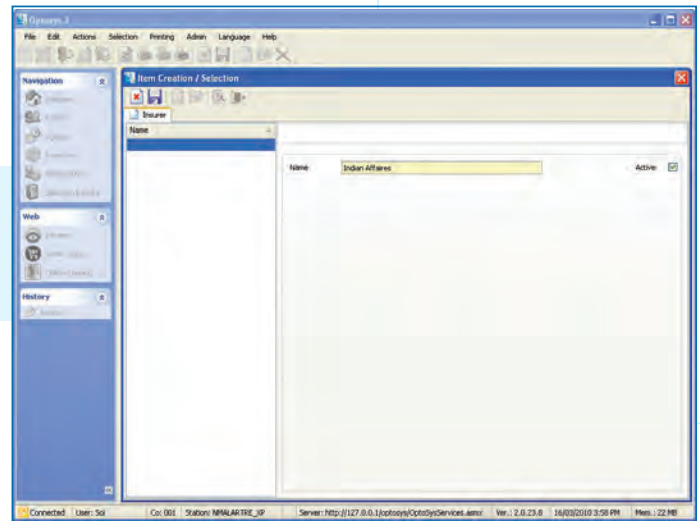
In modification mode click on the down arrow to activate the drop down menu beside the Insurer Field.



If the desired Insurer is not in the list, click on the "+" button.



The item creation window for Insurers will appear. Enter the name of the insurer that you wish to add, then save.



The Name of the Insurer has now been added to the Patient File, you can now add their plan number. Save the modifications you just made to the patient's file.