

# Patients

app

## Invoices



Otto Ebenbichler recommends:

„The list of Invoices can be mapped alphabetically, numerically ascending (A-Z, 1-100) or descending (Z-A, 100-1) or can be mapped individually.

To do this, click on the title, while holding the left mouse button pressed move the title. The system keeps track of any resulting order. At the next system entry it shows automatically the collection sequence favored by you.”

### menue icons

- public access
- observer permission
- descending order
- ascending order
- individual order
- close/open menue
- Invoice createdt
- Invoice overdue

### command bar

- inactive
- print content
- send content as an email
- inactive
- patient file
- refresh platform
- download manual
- delete all data

### 4 print options

If you click on you get four printing options: Invoice, Services (list of treatments without invoice data), payment reminder and envelope.

### invoice date

Once you have identified a treatment plan as "completed", the system automatically generates an invoice with the date of the end of treatment. You can alter this date at any time. Automatically the system generates a payment reminder date depending on the chosen invoice date.

# user manual

## impress

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### payment reminder

Automatically every payment reminder depends on the invoice date. A change of an invoice date also varies the payment reminder date automatically. On the day of the payment reminder date you will receive a message on your dashboard regarding the payment delay.

### modules

This gray bar shows the modules you are allowed to work with. With one simple mouse click on a module title you switch to the desired module. The position at which you leave the module remains stored, that means by going back you will get to the same place where you have left the module.

### autor information

Here you receive "log information". It is documented by whom and when the last entry dates (entry links) and by whom and when this data sheet was created (entry right).

### sent

„Sent" works automatically. Once you have sent the contents of this page by , the programm generates an entry to whom and when this content was sent.