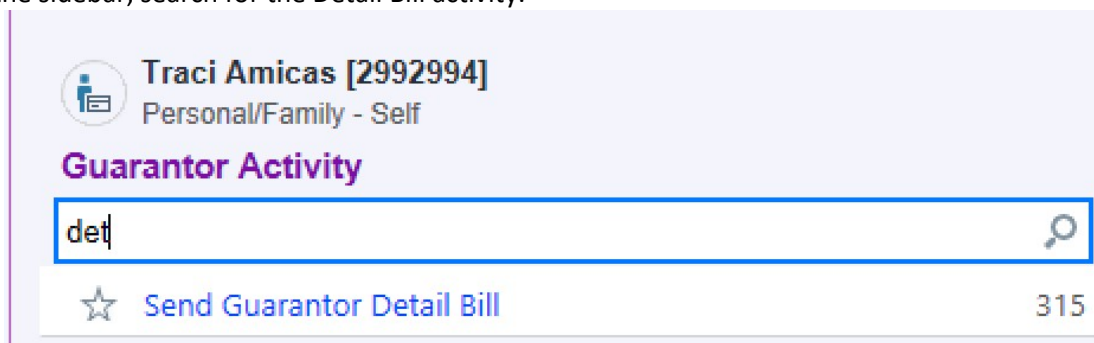


Printing a Detail Bill

When a patient requests a demand bill between statement cycles, this is called a Detail Bill.

Requesting a Detail Bill

1. From the patient's account, click **Guarantor Activities** in the toolbar.
2. In the sidebar, search for the Detail Bill activity.



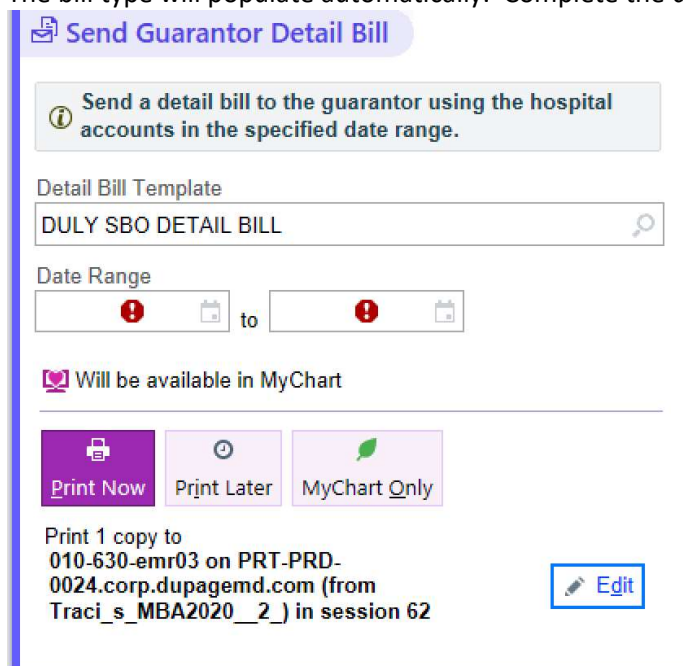
Traci Amicas [2992994]
Personal/Family - Self

Guarantor Activity

det

☆ Send Guarantor Detail Bill 315

3. The bill type will populate automatically. Complete the dates requested and select a printer.



Send Guarantor Detail Bill

Send a detail bill to the guarantor using the hospital accounts in the specified date range.

Detail Bill Template
DULY SBO DETAIL BILL

Date Range
 to

Will be available in MyChart

Print Now Print Later MyChart Only

Print 1 copy to
010-630-emr03 on PRT-PRD-
0024.corp.dupagemd.com (from
Traci_s_MBA2020__2_) in session 62

Edit

4. Click **Accept**.