

Instructions for printing out Feesheets with and without the Redo Dates

1. From the main Marion Eye Centers Blue Screen click on the Function word go down and click on Appointment Communication.
2. Put in your Location and the correct ID put in your start date and your end date.
3. Click on the Output drop down click on Letter Click on Superbills Click on the Sort drop down click on Chronological.
4. Click on Begin in the top left hand corner. This will bring up all patients that appointments were made after Marion has printed out Reminder Cards.

After all these feesheets have printed out you will notice that not very many were printed that is why you close out the program.

Then you will repeat steps 1 through 3 then step 4 will change.

5. Click on the Redo date a box will pop up hit yes a date will pop in the space. Make sure it is the correct date that Brenda or myself send out in a email every Wednesday. Once the correct date is put in click Begin. All the patients that appointments were made prior to the Reminder Cards being printed.

Doing both these steps will ensure that all your Feesheets and or Flowsheets print for each day. You will no longer be able to print these on one page front and back.