Printing Patient Statements from Medisoft

- Select <u>Report</u> Menu

- Select Patient Statement Option

- Select statement type from open report

- In the "Print Report Where"? window select "Export to File"

- When the "Save as" window pops up asking where you want to save
  the text file, choose the path c:\claims and name it state.txt, then click save.

- The "Data Selection Questions" window comes up allowing you to filter what
  you want to send, leave blank or filter it and click OK.

- After billing and printing is updated minimize Medisoft and click on the
  "Connect2Infinedi" icon from the Windows Desktop.

- Confirm that a new statement file is present, then select the "Transmit Claims"
  button.

- Click "Transmit Claims" one more time to begin the transmission process

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