

Patients & Accounts

- **Print a chart label for the current patient.** When on the Patient Information screen press/click on Print and answer Y to "would you like to print a chart label?" This allows you to print a chart label for the patient you are working with. In System Stuff use Define Other Forms to create the label format. You may choose to include birthdate, referral source or other merge fields depending on our office needs.
- **The New Patient Question:** When you answer "Yes" to "Do you want this patient counted in the new patient statistics?", the system does not count the patient until the day that they have their first treatment posted. A "Yes" answer will also initiate the new patient code to post automatically when the first treatment is posted. The only reason to answer "No" is if this is a returning patient to your practice, and they were never entered into the computer, or if you are creating a new account for an existing patient.