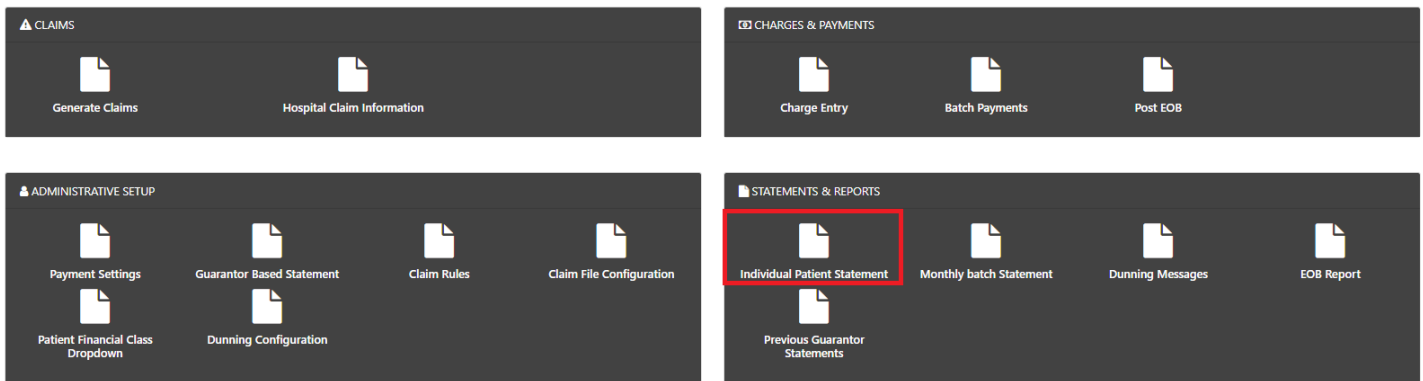




Release of Information for Billing

1. Login to ChartCapture.
2. Click on **“Patient Accounting.”**
3. Choose **“Individual Patient Statement.”**

Patient Accounting



4. Search for the patient or guarantor for which you need to print the request. Click the box in the first column for all encounters you would like to print for this patient. *If you would like to print all encounters for this patient, click on the box in the header, and all boxes will be checked.*
5. Once all the necessary boxes are checked, click **“Download”** or **“Export Excel,”** depending on how you would like the information provided to you.

Print Patient Statements

Print Patient Statements

Back

Enter Encounter: Search Search

<input type="checkbox"/>	MRN	Encounter Number	Patient Name	Guarantor Name	Admission date	Level Of Care	Financial Class	Current Balance	Details
<input checked="" type="checkbox"/>	50497	1005830	Bess Twishes		10/20/2015	No Record	Self Pay	\$0.00	View Detail Bill
<input checked="" type="checkbox"/>	50497	1146530	Bess Twishes		11/04/2015	No Record	Self Pay	\$0.00	View Detail Bill
<input checked="" type="checkbox"/>	50497	1510573	Bess Twishes		01/10/2008	Outpatient	Self Pay	\$140.00	View Detail Bill
<input checked="" type="checkbox"/>	50497	197280	Bess Twishes		08/28/2014	No Record	Self Pay	\$-130.00	View Detail Bill
<input checked="" type="checkbox"/>	50497	2035180	Bess Twishes		12/14/2016	No Record	Self Pay	\$0.00	View Detail Bill
<input checked="" type="checkbox"/>	50497	3394550	Bess Twishes		07/31/2018	No Record	Self Pay	\$0.00	View Detail Bill
<input checked="" type="checkbox"/>	50497	3633520	Bess Twishes		10/18/2018	No Record	Self Pay	\$0.00	View Detail Bill
<input checked="" type="checkbox"/>	50497	4306950	Bess Twishes		09/04/2019	No Record	Self Pay	\$0.00	View Detail Bill
<input checked="" type="checkbox"/>	50497	551040	Bess Twishes		02/13/2015	No Record	Self Pay	\$0.00	View Detail Bill



1. If you choose the “Export to Excel” option, you will be provided the following information:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	MRN	ENCOUNTER	PATIENT	PHONE	ADDRESS	ADDRESS_2	CITY	STATE	ZIP_CODE	ADMISSION DATE	LEVEL OF CARE	FINANCIAL CLASS	CURRENT BALANCE
2	50497	4306950	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	9/4/2019		BAD DEBT	
3	50497	3633520	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	10/19/2018		PRE BAD DEBT	
4	50497	3394550	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	7/31/2018		OTHER	
5	50497	2035180	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	12/14/2016		Self Pay	
6	50497	1146530	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	11/4/2015		Self Pay	
7	50497	1005830	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	10/20/2015		Self Pay	
8	50497	951680	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	9/1/2015		Self Pay	
9	50497	698710	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	7/2/2015		Self Pay	
10	50497	603080	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	3/17/2015		Self Pay	
11	50497	600690	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	3/5/2015		Self Pay	
12	50497	589980	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	3/4/2015		Self Pay	
13	50497	585470	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	2/26/2015		Self Pay	
14	50497	559560	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	2/18/2015		OTHER	289.73
15	50497	566230	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	2/13/2015		Self Pay	
16	50497	551040	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	2/13/2015		Self Pay	
17	50497	197280	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	8/28/2014		OTHER	-130
18	50497	1510573	Bess Twishes	1019 E Barton St Apt F		Greensboro	NC	274072030	3366531666	1/10/2008	Outpatient	SELF PAY	140
19													

2. If you choose the “Download” option, a PDF will be provided for them in the download folder on your local computer.