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STRATEGIC BUSINESS SYSTEMS, Incorporated

THE SUPPORT PEOPLE

STATEMENTS *Training Manual*

CENTRICITY® PRACTICE SOLUTION *Practice Management*

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Centricity Training Manual

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Statements-Bulk and Individual



Statement Options need to be set up in the Administration component.

To open the Administration component click on the **Administration** button in the main page of the Centricity PM, click on the **Administration** icon located on the Component Toolbar, found in any component in Centricity PM, or select **File/Open** and choose **Administration** from the tool bar.

Bulk (or Batched) Statements are statements that are generated based on a set of criteria and all patients meeting that criteria will receive a statement. An **Individual** Statement is one that is forced to print either Billing, Collections, Patient Registration, or Payment Entry for a specific patient.

