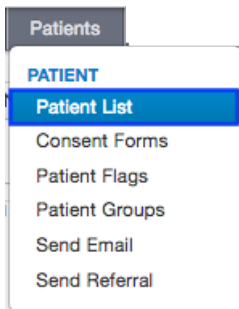# How to Generate a Statement with the Responsible Party Information?
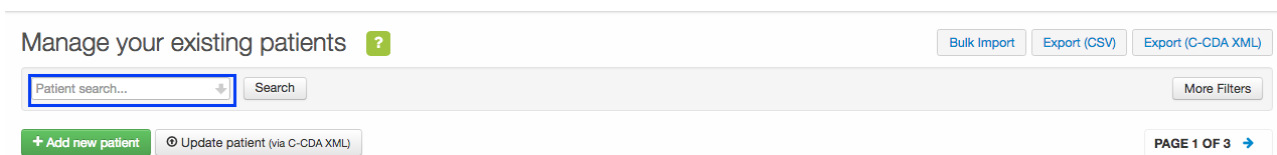
07/24/2024 4:50 pm EDT

If you need to direct a statement to someone other than the patient, perhaps a parent or guardian, you can designate that in their chart. The steps below will show you how to enter the information.
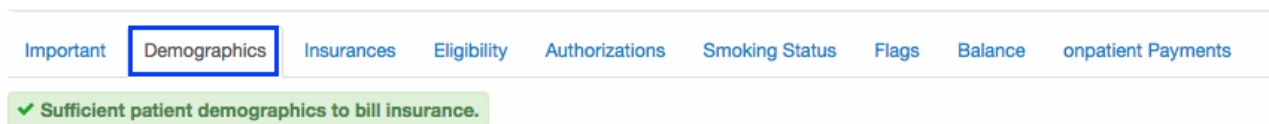
- Hover over **Patients** and select **Patient List**.

- Search for the patient by the patient's name or Chart ID.

- In the Demographics tab, Click on the Demographics section and scroll down to the **Responsible Party** section. Please enter the responsible party information and click on **Save demographics**.

Once you update the Responsible Party details in the patient demographics screen, the information will reflect on the patient statement going forward.