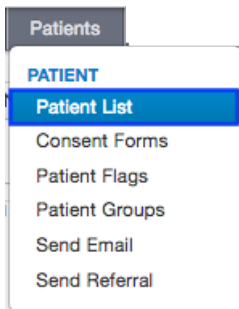


# How to Generate a Statement with the Responsible Party Information?

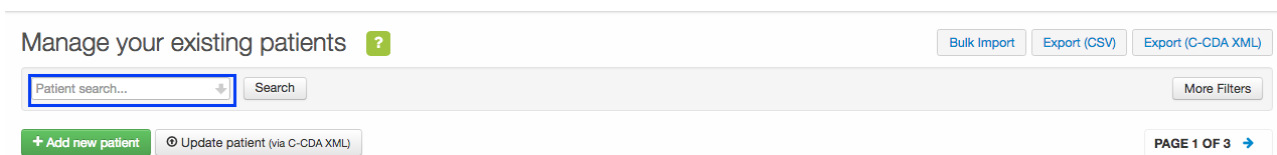
07/24/2024 4:50 pm EDT

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.

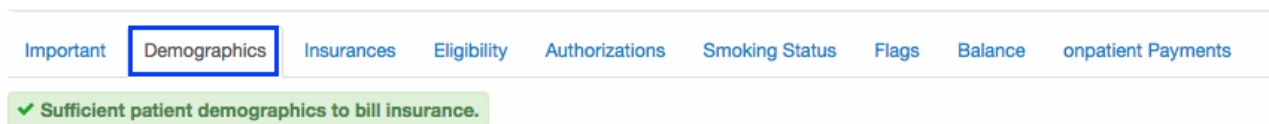
- Hover over **Patients** and select **Patient List**.



- 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**.

A screenshot of the 'Responsible Party' form. The form has a blue border and contains four input fields: 'Responsible Party Name', 'Responsible Party Relation', 'Responsible Party Phone', and 'Responsible Party Email'. Each field is currently empty.

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