1. With your patient selected, click on the Transactions icon on the opening screen and choose the Charges tab.
2. Click on New button.
3. Enter your billing note in the Text field area.
4. Press the Add button.

This area is intended to enter transaction notes like Insurance billed on 9/18/09 for Amalgam #3 or LHH billed $20 for screening.

**If you need to post additional notes, click the New button to clear the fields of data.**

**Do not modify any information. If you need to change a note, delete it and reenter.**

To Delete Note entered in error to wrong patient
1. • Highlight transaction line to be removed
2. • Click on ‘delete’
3. • Click ‘yes’ on question box
4. • Transaction line turns gray