/lanage Automated Statements

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ıutomated Statements allow you to eliminate the time your staff spends printing and mailing patient tatements. Send statements out in a timely manner while improving your bottom line and simplifying your ıailing process.

' you're the Auth Rep, follow the steps below to enable, configure, or disable Automated Statements:

1. Select **Account Administration** > **Services**.
2. Click the **button** next to Automated Statements.
3. The ***Enable Automated Statements*** box **enables or disables this service.**

    Automated Statements can be configured in the Statements screen. Take a look at our Statement Configuration Help Article for more info.

4. ***Optional***: Select **Copy Configurations** to copy these settings to another customer account you manage
    1. Check the box next to the customer account(s) to copy the settings to, then click **Copy**.
5. Click **Save**.