Configure Patient Settings For Customer

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1. Select **Patient > Settings**.
2. Click the **Edit** button.
3. Click the **Copy Settings link** to copy the current settings to another customer associated with your account.
4. **Require Meaningful Use fields to be filled out for a patient record to be considered complete?**
    1. If set to **Yes**, any Meaningful Use fields (race, ethnicity, and language) must be filled out or the patient will be marked as incomplete.
5. **Require Emergency Contact information to be filled out for a patient record to be considered complete?**
    1. If set to **Yes**, the Emergency Contact information fields (name, relationship to patient, and phone number) must be filled out or the patient will be marked as incomplete.
6. **Reset the Statements Sent counter when a new claim is set to Balance Due Patient?**
    1. If set to **Yes**, it will reset the patient's "*Statements Sent*" counter to 0 when a claim is changed from another status to "Balance Due Patient" for the first time. This ensures that all claims will receive the maximum number of statements.
7. Click **Save**.