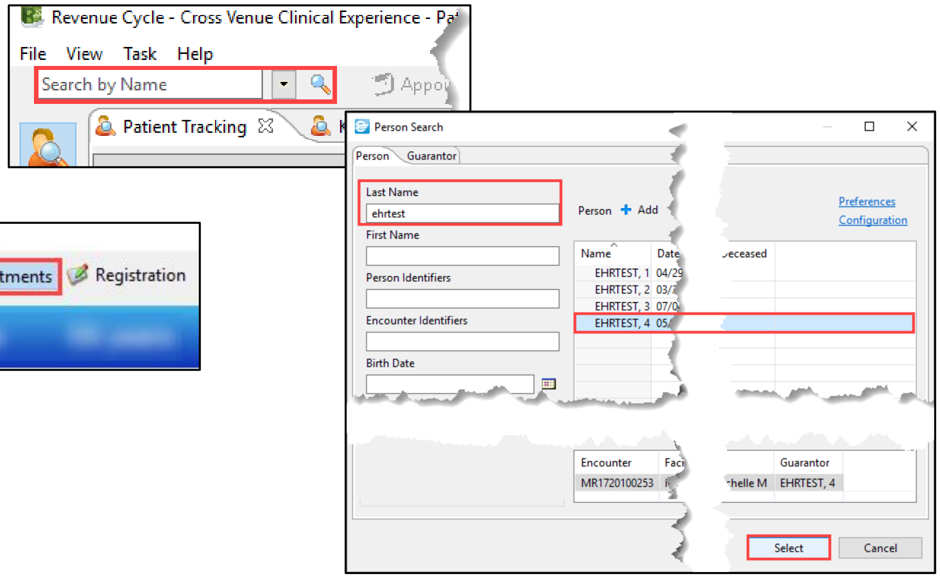
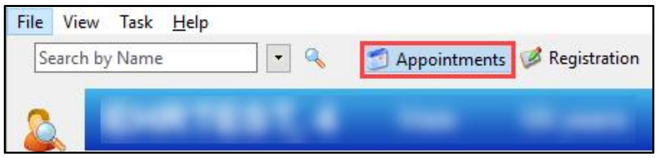
Summary: Follow the steps below to add a client to the patient's clinic encounter for billing.
Support: Ambulatory Informatics at 231-392-0229.

Client Billing

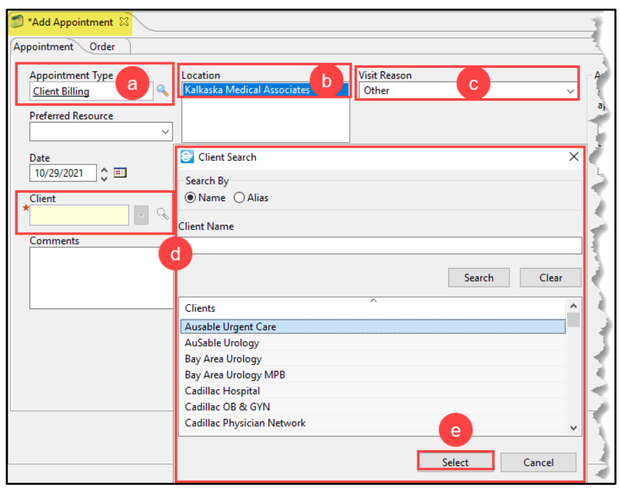
1. **Search** for the patient and hit enter.
2. Locate the patient and **click** Select.



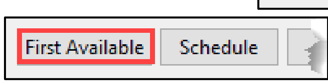
3. Navigate to Appointments.



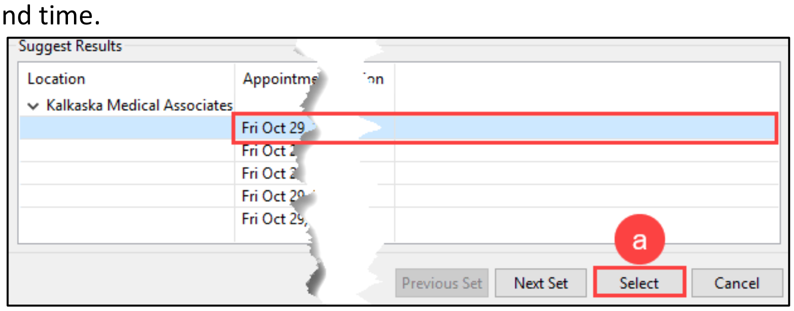
4. Add an Appointment.
   a. Appointment Type = Client Billing.
   b. **Enter** appropriate Location.
   c. **Select** Visit Reason.
   d. **Click** and complete Client Search.
   e. Locate and **click** Select.



5. **Click** on First Available.



6. Select desired first available date and time.
   a. **Click** Select.



7. Once the desired date and time have been chosen, **click** Confirm.
8. Complete Check-in workflow.