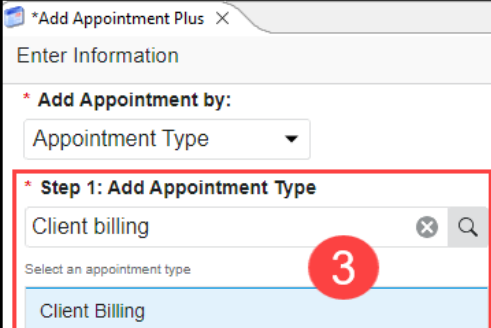


Select the Client Billing appointment type for occupational medicine visits when someone other than the patient or the patient’s insurance is being billed for the service.

Client Billing

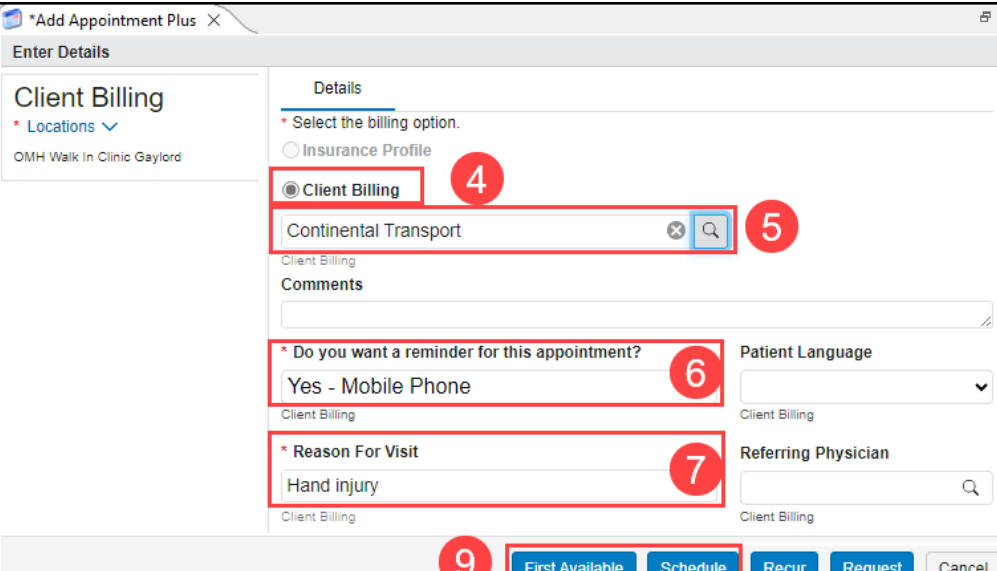
1. Search for and select the correct patient.
2. Schedule the patient for an appointment using the defined process for the location.
3. Select **Client Billing** as the Appointment Type.



4. Once the Appointment Details screen opens, verify **Client Billing** is selected as the billing option.
5. Search for the Client to bill.

a. **Note:** Commonly searched employers by Otsego Memorial Hospital Network locations begin with **OPN**.

6. Select the patient appointment reminder preference.
7. Type the Reason For Visit.
8. Add any additional details as needed.
9. Select First Available or Schedule to select a date and time for the appointment.
10. Select the desired date and time and click Select.



11. Review the appointment details, verify New Encounter is selected, and click Confirm.
12. Follow the standard check-in workflow steps to complete the patient check-in.

