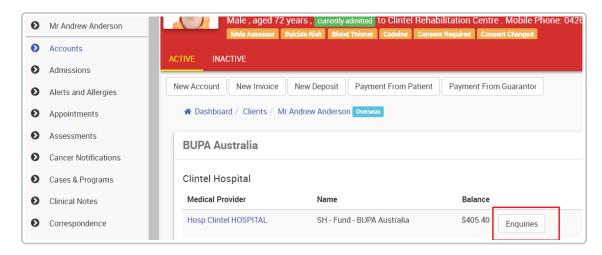
## Review an Existing Account - Enquiries

Last Modified on 18/06/2021 9:19 am ACST

## **Enquiries (Review Account Details)**

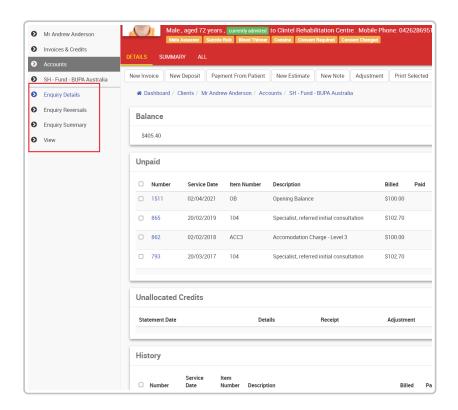
An overall review of the patient account can be seen in Account Enquiries.

From the patient accounts, Click Enquiries



The Enquiries screen allows you to see one of 4 views of the account activity:

- DETAILS (Enquiry Details in the list) An itemised history of the account
- SUMMARY (Enquiry Summary in the list) A list of the invoices, receipts and adjustments raised on the account
- ALL (Enquiry Reversals in the list) The Summary view, including all the reversed entries
- View Information about the account when it was initially created (this is a sub-menu on the left of the screen)



## Following actions can take place from the enquiry screen

- New Invoice To create a new invoice for the account selected
- New Deposit To take a Deposit for this account
- Payment from Patient Take payment from the patient for the account selected
- New Estimate To take an estimate for the selected account
- New Note This field is available for reporting
- Adjustment To add Any adjustment for an account
- Print Selected Selected records can be printed.