

### Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

# Identify When (or If) a Statement was Printed or Sent

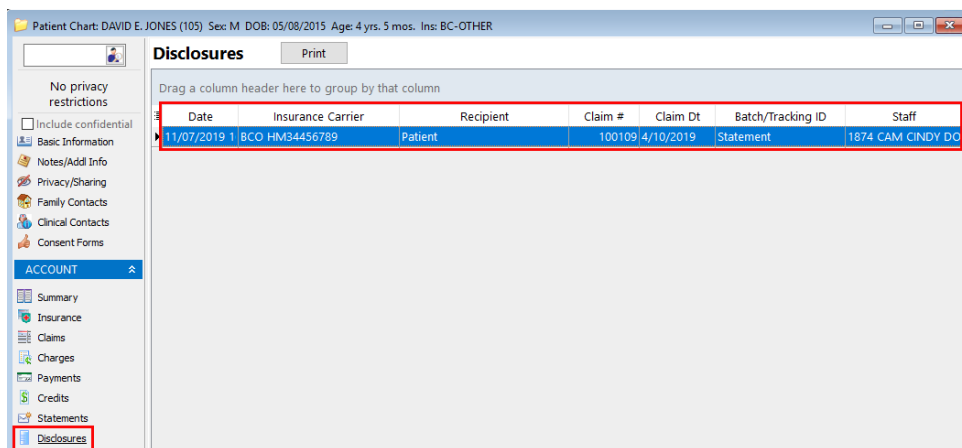
Last Modified on 11/08/2019 1:45 pm EST

Version 14.19

**Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Disclosures**

The Disclosures section of the patient chart displays tracking for all claims and statements sent for the patient. All patient statements that were sent are listed with **Patient** in the **Recipient** column.


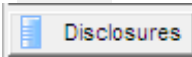
The date the statement was sent and the person who sent it are also displayed.



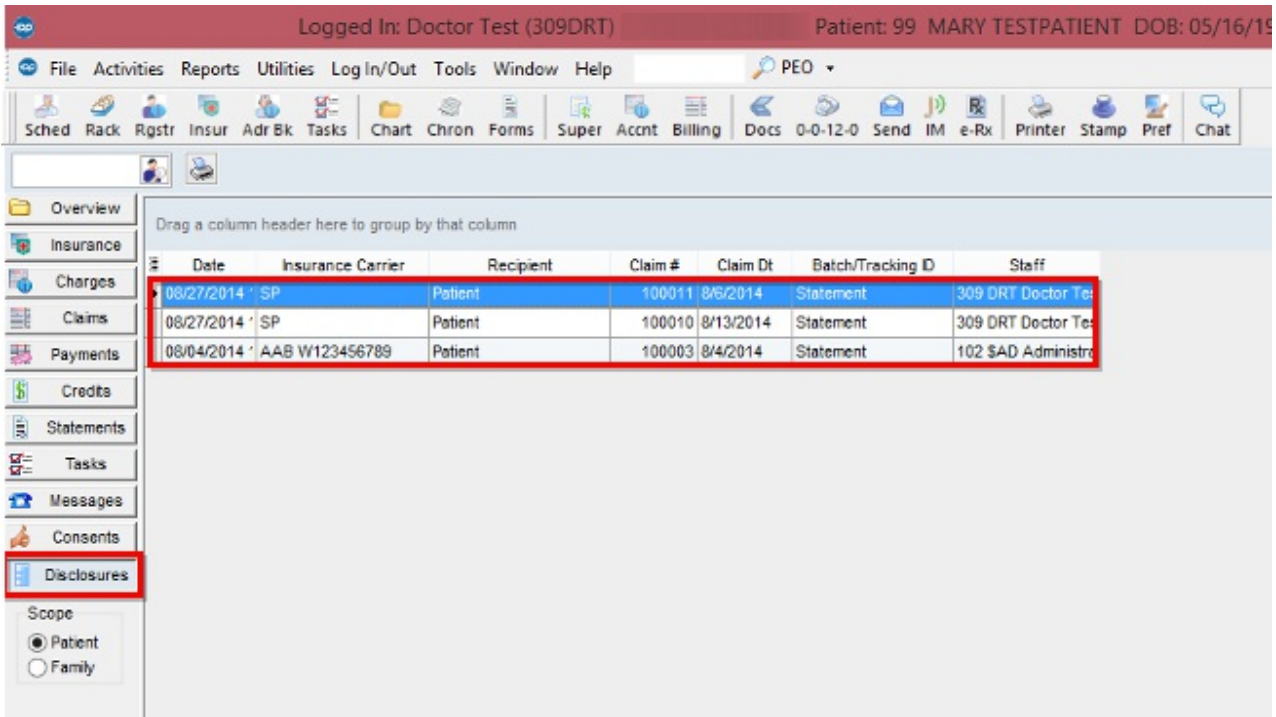
Date	Insurance Carrier	Recipient	Claim #	Claim Dt	Batch/Tracking ID	Staff
11/07/2019 1	BCO HM34456789	Patient		100109/4/10/2019	Statement	1874 CAM CINDY DO

Version 14.10

To verify that a patient's statement was received:

1. Click the **Patient Account**  button.
2. Click on the **Disclosures**  tab.
3. This tab will display when a patient statement was sent. All patient statements that were sent will be listed as **Patient** in the **Recipient** column. You can also see the date of when the

statement was sent and the person who sent it.



The screenshot shows the Office Practicum software interface. At the top, it displays "Logged In: Doctor Test (309DRT)" and "Patient: 99 MARY TESTPATIENT DOB: 05/16/19...". The main menu includes File, Activities, Reports, Utilities, Log In/Out, Tools, Window, and Help. A toolbar contains various icons for functions like Sched, Rack, Rgstr, Insur, Adr Bk, Tasks, Chart, Chron, Forms, Super, Acnt, Billing, Docs, 0-0-12-0, Send, IM, e-Rx, Printer, Stamp, Pref, and Chat. On the left, a navigation pane lists Overview, Insurance, Charges, Claims, Payments, Credits, Statements, Tasks, Messages, Consents, and Disclosures (which is highlighted with a red box). Below the navigation pane, there are radio buttons for "Scope" with "Patient" selected and "Family" unselected. The main content area displays a table with the following data:

Date	Insurance Carrier	Recipient	Claim #	Claim Dt	Batch/Tracking ID	Staff
08/27/2014	SP	Patient	100011	8/5/2014	Statement	309 DRT Doctor Te
08/27/2014	SP	Patient	100010	8/13/2014	Statement	309 DRT Doctor Te
08/04/2014	AAB W123456789	Patient	100003	8/4/2014	Statement	102 \$AD Administra