
Which report prints out all of my self-pay patients?

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1. Open **OP Reports**, and log in.
 2. Open the **Administration** folder, then the **Patient Register Lists** folder.
 3. Double-click the **Patients Per InsCarrier Detailed** report.
 4. In the search criteria, click the **Ins Carrier Code** drop down arrow, find Self-Pay, and click the **Add to List** button.
 5. Click **OK** to run the report.
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