

# FLOW: Printing Walkout Statement vs Statement vs Payment Receipt



**1** **Walk-out** is a statement: A statement of what was **DONE TODAY** that has a balance.

A **Statement** is a bill: what the patient owes. Only on procedures that have a balance owed by pt. \*If there are outstanding insurance claims and your program preferences are set to send statements AFTER insurance has been paid, it will not populate a statement.

**Payment Receipt:** what the patient paid for a specific date/date range and what it was applied to.

The screenshot shows the 'Ledger' page for patient 'ARISU000 - Sunny Arizona'. The page is divided into several sections:

- Patient:** ARISU000 - Sunny Arizona
- Billing Information:**

Insurance	Est Due	Charges:	\$2,940.00	Primary
Ins 1: Metlife Dental Claims, Ameritas ...	\$2,358.00	Adjustments:	\$0.00	Balance
Ins 2: None	\$0.00	Ins Pmts:	\$0.00	Std Ded
HOH: Arizona, Sunny	\$62.00	Patient Pmts:	-\$520.00	Prv Ded
Total:			\$2,420.00	Other D
				Ins 1 Us
				Ins 1 M:
Current			\$2,420.00	
30 Days			\$0.00	
- Transactions Table:**

Date	Note	Name	Billing	Code	Description	Provider	Tooth	Surface	Amount	Status	Ins Pd	Pat Pd	Ins Adj	Pat Adj	Bal	Inst Paid	In
9/8/25		Sunny	8	D7210	extraction erupted tooth requiring remov	NIC00	3		\$300.00	Completed	\$0.00				\$300.00		
9/8/25		Sunny	8	D7240	removal of impacted tooth - completely E	NIC00	15		\$600.00	Completed	\$0.00	-\$100.00			\$500.00		
9/8/25		Sunny	8	PATCASH	Patient Cash Payment	NIC00			-\$100.00	Completed							
9/2/25		Sunny	8	D1110	prophylaxis - adult	NIC00			\$0.00	Completed	\$0.00				\$0.00		
9/2/25		Sunny	8	D0274	bitewings - four radiographic images	NIC00			\$0.00	Completed	\$0.00				\$0.00		
9/2/25		Sunny	8	PATCHEC	Patient Credit	NIC00			-\$18.00	Completed					-\$18.00		
9/2/25		Sunny	8	D7240	removal of impacted tooth - completely E	NIC00	1		\$1,000.00	Completed	\$0.00	-\$200.00			\$800.00		

## 2 From the patients ledger

On the lower left side menu: click Print Walk-Out

The screenshot shows a patient ledger interface. On the left sidebar, the 'Print' section is expanded, and 'Print Walk-Out' is highlighted with an orange circle. The main area displays a table of transactions for patient Sunny. The table includes columns for Date, Note, Name, Billing, Code, Description, Provider, Tooth, Surface, Amount, Status, and Insurance-related fields. A total amount of \$2,420.00 is shown at the top right. The Windows taskbar is visible at the bottom.

Date	Note	Name	Billing	Code	Description	Provider	Tooth	Surface	Amount	Status	Ins Pd	Pat Pd	Ins Adj	Pat Adj
9/8/25		Sunny	8	D7210	extraction erupted tooth requiring remov	NIC00	3		\$300.00	Completed	\$0.00			
9/8/25		Sunny	8	D7240	removal of impacted tooth - completely t	NIC00	15		\$600.00	Completed	\$0.00	-\$100.00		
9/8/25		Sunny	8	PATCASH	Patient Cash Payment	NIC00			-\$100.00	Completed				
9/2/25		Sunny	8	D1110	prophylaxis - adult	NIC00			\$0.00	Completed	\$0.00			
9/2/25		Sunny	8	D0274	bitewings - four radiographic images	NIC00			\$0.00	Completed	\$0.00			
9/2/25		Sunny	8	PATCHEC	Patient Credit	NIC00			-\$18.00	Completed				
9/2/25		Sunny	8	D7240	removal of impacted tooth - completely t	NIC00	1		\$1,000.00	Completed	\$0.00	-\$200.00		
9/2/25		Sunny	8	PATCHECI	Patient Check Pymt	NIC00			-\$200.00	Completed				
8/19/25		Sunny	8	D0330	panoramic radiographic image	NIC00			\$30.00	Completed	\$0.00			
8/18/25		Sunny	7	D7210	extraction erupted tooth requiring remov	NIC00	1		\$0.00	Completed	\$0.00			
8/18/25		Sunny	7	D2393	resin-based composite - three surfaces pc	NIC00	31	MOD	\$370.00	Completed	\$0.00	-\$74.00		
8/19/25		Sunny	7	PATCHECI	Patient Check Pymt	NIC00			-\$20.00	Completed				
9/2/25		Sunny	7	PATCHECI	Patient Check Pymt	NIC00			-\$54.00	Completed				

## 3 Select from the drop-down menu; Walkout Report

The screenshot shows a billing information screen. A 'Select a Report' dialog box is open in the foreground, with 'Walkout Report' selected in the 'Report Format' dropdown menu. The background shows a table with columns for Billing, Code, Description, and various financial amounts. The 'Current' amount is \$2,420.00. The dialog box has 'Close' and 'OK' buttons.

Billing	Code	Description	Amount	Status
8	D7210	extraction erupted	\$300.00	Completed
8	D7240	removal of impact	\$500.00	Completed
8	PATCASH	Patient Cash Paym	-\$100.00	Completed
8	D1110	prophylaxis - adult	\$0.00	Completed
8	D0274	bitewings - four radiographic images	\$0.00	Completed
8	PATCHEC	Patient Credit	-\$18.00	Completed
8	D7240	removal of impacted tooth - completely t	\$800.00	Completed
8	PATCHECI	Patient Check Pymt	-\$200.00	Completed
8	D0330	panoramic radiographic image	\$30.00	Completed
7	D7210	extraction erupted tooth requiring remov	\$0.00	Completed
7	D2393	resin-based composite - three surfaces pc	\$296.00	Completed
7	PATCHECI	Patient Check Pymt	-\$20.00	Completed

#### 4 Click "OK"

Sort by Date

Billing	Code	Description	Pat Pd	Ins Adj	Pat Adj	Bal	Ins1 Paid	Ins2 Paid	Collections In Date	Collections Phase	Chart
8	D7210	extraction erupted				\$300.00					
8	D7240	removal of impact				\$500.00					
8	PATCASH	Patient Cash Pymt									
8	D1110	prophylaxis - adult				\$0.00					
8	D0274	bitewings - four radiographic images				\$0.00					
8	PATCHEC	Patient Credit				-\$18.00					
8	D7240	removal of impacted tooth - completely b				\$800.00					
8	PATCHECI	Patient Check Pymt				-\$200.00					
8	D0330	panoramic radiographic image				\$30.00					
7	D7210	extraction erupted tooth requiring remov				\$0.00					
7	D2393	resin-based composite - three surfaces pc				\$296.00					
7	PATCHECI	Patient Check Pymt				-\$20.00					
7	PATCHECI	Patient Check Pymt				-\$54.00					

View: Detail - All Post Date: 09/08/2025

#### 5 This is what the Walkout Report will look like

Print as usual to your local printer

Tiffanye  
123546 NE  
Gilbert, AZ 85297  
+18007048494

Sunny Arizona  
1234 W State St  
Gilbert, AZ 85297

Visit Summary  
Monday  
September 08, 2025

Treatment Today:					
Date	Patient	Description	Charge	Credit	Balance
9/8/2025	Sunny	D7210 extraction erupted tooth requiring r	\$300.00		\$300.00 *
9/8/2025	Sunny	D7240 removal of impacted tooth - compl	\$600.00	(\$100.00)	\$500.00 *
		Patient Cash Payment		(\$100.00)	
				Total:	\$800.00 *

\* Pending insurance payment

None

Thank you for choosing Tiffanye!

Visit Our Website at:

Family discounts available!  
Inquire at front desk

Questions or feedback?  
Call +18007048494

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## 6 To print a Statement from the patient ledger; Click Print Statement

Plan  
Adjust Deductible  
Adjust Benefits Used

Enter a Payment  
New Pat Payment/Adj  
New Insurance Payment  
Issue a Patient Refund

Patient Info  
View Chart  
View Prescriptions

Claim Info  
Create Claim  
Print Claim

Print  
Print Walk-Out  
Print Statement  
Print Ledger

Show All History  
 Hide Zero Balances  
 Only Ins Pending

Detail View Sort by Date

Total:  
Current \$2,420.00

Search transactions

Date	Note	Name	Billing	Code	Description	Provider	Tooth	Surface	Amount	Status	Ins Pd	Pat Pd	Ins Adj	Pat Adj
9/8/25		Sunny	8	D7210	extraction erupted tooth requiring remov	NIC00	3		\$300.00	Completed	\$0.00			
9/8/25		Sunny	8	D7240	removal of impacted tooth - completely t	NIC00	15		\$600.00	Completed	\$0.00	-\$100.00		
9/8/25		Sunny	8	PATCASH	Patient Cash Payment	NIC00			-\$100.00	Completed				
9/2/25		Sunny	8	D1110	prophylaxis - adult	NIC00			\$0.00	Completed	\$0.00			
9/2/25		Sunny	8	D0274	bitewings - four radiographic images	NIC00			\$0.00	Completed	\$0.00			
9/2/25		Sunny	8	PATCHEC	Patient Credit	NIC00			-\$18.00	Completed				
9/2/25		Sunny	8	D7240	removal of impacted tooth - completely t	NIC00	1		\$1,000.00	Completed	\$0.00	-\$200.00		
9/2/25		Sunny	8	PATCHECI	Patient Check Pymt	NIC00			-\$200.00	Completed				
8/19/25		Sunny	8	D0330	panoramic radiographic image	NIC00			\$30.00	Completed	\$0.00			
8/18/25		Sunny	7	D7210	extraction erupted tooth requiring remov	NIC00	1		\$0.00	Completed	\$0.00			
8/18/25		Sunny	7	D2393	resin-based composite - three surfaces pc	NIC00	31	MOD	\$370.00	Completed	\$0.00	-\$74.00		
8/19/25		Sunny	7	PATCHECI	Patient Check Pymt	NIC00			-\$20.00	Completed				
9/2/25		Sunny	7	PATCHECI	Patient Check Pymt	NIC00			-\$54.00	Completed				

View Planned Items  View Ledger Items View: Detail - All

## 7 From the drop-down menu, select Patient Statement

Show All Recent and Open Billings  
Show Family  
Show All History  
Hide Zero Balances  
Only Ins Pending

Detail View Sort by Date

Search transactions

Ins 1: Metlife Dental Claims , Ameritas ... \$2,358.00  
Ins 2: None \$0.00  
HOH: Arizona, Sunny \$62.00

Adjustments: \$0.00  
Ins Pmts: \$0.00  
Patient Pmts: -\$520.00  
Total: \$2,420.00

Current \$2,420.00  
30 Days \$0.00

Pat Pd Ins Adj Pat Adj Bal Ins1 Paid

9/8/25 Sunny 8 D7210 extraction erupted \$300.00  
9/8/25 Sunny 8 D7240 removal of impact \$100.00 \$500.00  
9/8/25 Sunny 8 PATCASH Patient Cash Pymt  
9/2/25 Sunny 8 D1110 prophylaxis - adul \$0.00  
9/2/25 Sunny 8 D0274 bitewings - four radiographic images \$0.00  
9/2/25 Sunny 8 PATCHEC Patient Credit \$0.00  
9/2/25 Sunny 8 D7240 removal of impacted tooth - completely t \$0.00  
9/2/25 Sunny 8 PATCHECI Patient Check Pymt \$200.00  
8/19/25 Sunny 8 D0330 panoramic radiographic image \$30.00  
8/18/25 Sunny 7 D7210 extraction erupted tooth requiring remov \$0.00  
8/18/25 Sunny 7 D2393 resin-based composite - three surfaces pc \$370.00  
8/19/25 Sunny 7 PATCHECI Patient Check Pymt \$20.00  
9/2/25 Sunny 7 PATCHECI Patient Check Pymt \$54.00

Select a Report

Report Format

- Payment Receipt
- Patient Anticipated Statement
- Patient Statement
- Payment Receipt

## 8 Click "OK"

The screenshot displays a dental software interface. A modal dialog titled "Select a Report" is open, featuring a "Report Format" dropdown menu currently set to "Patient Statement". Below the dropdown are "Close" and "OK" buttons. The "OK" button is highlighted with an orange circle. The background interface shows a patient's financial summary with fields for "Ins 1", "Ins 2", "HOH", "Adjustments", "Ins Pmts", "Patient Pmts", and "Total". Below this is a table of dental procedures with columns for "Billing Code", "Description", "NIC00", "Quantity", "Status", "Amount", and "Completed".

Billing Code	Description	NIC00	Quantity	Status	Amount	Completed
D7210	extraction erupted				\$300.00	
D7240	removal of impacted				\$500.00	
D1110	prophylaxis - adult				\$0.00	
D0274	bitewings - four radiographic images	NIC00		Completed	\$0.00	
D7240	removal of impacted tooth - completely b	NIC00	1	Completed	\$1,000.00	
D0330	panoramic radiographic image	NIC00		Completed	\$30.00	
D7210	extraction erupted tooth requiring remov	NIC00	1	Completed	\$0.00	
D2393	resin-based composite - three surfaces pc	NIC00	31	MOD	\$370.00	

## 9 Click "OK"

The screenshot shows the same dental software interface as in step 8. A modal dialog titled "Report" is open, with a "Show data where:" section. The "Patient" dropdown is set to "Arizona, Sunny - ARISU000" and the "Assigned Provider" dropdown is set to "Type to search". Below these are "Cancel" and "OK" buttons. The "OK" button is highlighted with an orange circle. The background interface is identical to the previous screenshot, showing the patient's financial summary and a list of dental procedures.

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This is what the Patient Statement will look like after insurance claims have been paid and the patient has a balance

Print as usual to your local printer

Tiffanye  
123546 NE  
Gilbert, AZ 85297  
+18007045494

Sunny Arizona  
1234 W State St  
Gilbert, AZ 85297

Credit Card Payment	
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
<input type="checkbox"/> Discover	<input type="checkbox"/> AMEX
<input type="checkbox"/> Other	
Card Number	CVV
Exp Date	Amount
Signature	

Date	Procedure	Charge	Ins Adj	Ins Pay	Pat Adj	Pat Pay	Balance
9/8/2025	D7210 extraction erupted tooth requiring r	\$300.00					\$300.00
8/18/2025	D2392 resin-based composite - two surfac	\$350.00				(\$70.00)	\$280.00
9/8/2025	D7240 removal of impacted tooth - compl	\$600.00				(\$100.00)	\$500.00
9/2/2025	D7240 removal of impacted tooth - compl	\$1,000.00				(\$200.00)	\$800.00
8/19/2025	D0330 panoramic radiographic image	\$30.00					\$30.00
8/18/2025	D2393 resin-based composite - three surf	\$370.00				(\$74.00)	\$296.00
8/18/2025	D2391 resin-based composite - one surfac	\$290.00				(\$58.00)	\$232.00
<b>Total:</b>							<b>\$2,438.00</b>

Current	30 Days Past Due	60 Days Past Due	90 Days Past Due	120 Days Past Due	Balance
\$2,438.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,438.00

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To print a patient Payment Receipt from patient ledger

click Print Statement

Plan  
Adjust Deductible  
Adjust Benefits Used

Enter a Payment  
New Pat Payment/Adj  
New Insurance Payment  
Issue a Patient Refund

Patient Info  
View Chart  
View Prescriptions

Claim Info  
Create Claim  
Print Claim

Print  
Print Walk Out  
Print Statement  
Print Ledger

Show All History  
 Hide Zero Balances  
 Only Ins Pending

Detail View Sort by Date

Search transactions

Date	Note	Name	Billing	Code	Description	Provider	Tooth	Surface	Amount	Status	Ins Pd	Pat Pd	Ins Adj	Pat Adj
9/8/25		Sunny	8	D7210	extraction erupted tooth requiring remov	NIC00	3		\$300.00	Completed	\$0.00			
9/8/25		Sunny	8	D7240	removal of impacted tooth - completely t	NIC00	15		\$600.00	Completed	\$0.00	-\$100.00		
9/8/25		Sunny	8	PATCASH	Patient Cash Payment	NIC00			-\$100.00	Completed				
9/2/25		Sunny	8	D1110	prophylaxis - adult	NIC00			\$0.00	Completed	\$0.00			
9/2/25		Sunny	8	D0274	bitewings - four radiographic images	NIC00			\$0.00	Completed	\$0.00			
9/2/25		Sunny	8	PATCHEC	Patient Credit	NIC00			-\$18.00	Completed				
9/2/25		Sunny	8	D7240	removal of impacted tooth - completely t	NIC00	1		\$1,000.00	Completed	\$0.00	-\$200.00		
9/2/25		Sunny	8	PATCHECI	Patient Check Pymt	NIC00			-\$200.00	Completed				
8/19/25		Sunny	8	D0330	panoramic radiographic image	NIC00			\$30.00	Completed	\$0.00			
8/18/25		Sunny	7	D7210	extraction erupted tooth requiring remov	NIC00	1		\$0.00	Completed	\$0.00			
8/18/25		Sunny	7	D2393	resin-based composite - three surfaces pc	NIC00	31	MOD	\$370.00	Completed	\$0.00	-\$74.00		
8/19/25		Sunny	7	PATCHECI	Patient Check Pymt	NIC00			-\$20.00	Completed				
9/2/25		Sunny	7	PATCHECI	Patient Check Pymt	NIC00			-\$54.00	Completed				

Total: Current \$2,420.00

View Planned Items  View Ledger Items  View: Detail - All

## 12 From the drop-down menu select Payment Receipt

12 From the drop-down menu select Payment Receipt

Search transactions

Date	Note	Name	Billing	Code	Description	Pat Pd	Ins Adj	Pat Adj	Bal	Inst Paid	Ins2 Paid
9/8/25		Sunny	8	D7210	extraction erupted				\$300.00		
9/8/25		Sunny	8	D7240	removal of impacted				\$500.00		
9/8/25		Sunny	8	PATCASH	Patient Cash Pymt				-\$100.00		
9/2/25		Sunny	8	D1110	prophylaxis - adult				\$0.00		
9/2/25		Sunny	8	D0274	bitewings - four radiographic images	NIC00			\$0.00	Completed	\$0.00
9/2/25		Sunny	8	PATCHEC	Patient Credit	NIC00			-\$18.00	Completed	-\$18.00
9/2/25		Sunny	8	D7240	removal of impacted tooth - completely E	NIC00	1		\$1,000.00	Completed	\$0.00
9/2/25		Sunny	8	PATCHECI	Patient Check Pymt	NIC00			-\$200.00	Completed	
8/19/25		Sunny	8	D0330	panoramic radiographic image	NIC00			\$30.00	Completed	\$0.00
8/18/25		Sunny	7	D7210	extraction erupted tooth requiring remov	NIC00	1		\$0.00	Completed	\$0.00
8/18/25		Sunny	7	D2393	resin-based composite - three surfaces pc	NIC00	31	MOD	\$370.00	Completed	\$0.00
8/19/25		Sunny	7	PATCHECI	Patient Check Pymt	NIC00			-\$20.00	Completed	
9/2/25		Sunny	7	PATCHECI	Patient Check Pymt	NIC00			-\$54.00	Completed	

View: Detail - All

## 13 Click "OK"

13 Click "OK"

Sort by Date

Current \$2,420.00 30 Days \$0.00 60 Days \$0.00 90+ Days \$0.00

Select a Report

Report Format

Payment Receipt

Close OK

Billing	Code	Description	Pat Pd	Ins Adj	Pat Adj	Bal	Inst Paid	Ins2 Paid	Collections In Date	Collections Phase	Cha
8	D7210	extraction erupted				\$300.00					
8	D7240	removal of impacted				\$500.00					
8	PATCASH	Patient Cash Pymt				-\$100.00					
8	D1110	prophylaxis - adult				\$0.00					
8	D0274	bitewings - four radiographic images	NIC00			\$0.00	Completed	\$0.00			
8	PATCHEC	Patient Credit	NIC00			-\$18.00	Completed	-\$18.00			
8	D7240	removal of impacted tooth - completely E	NIC00	1		\$1,000.00	Completed	\$0.00	-\$200.00		
8	PATCHECI	Patient Check Pymt	NIC00			-\$200.00	Completed				
8	D0330	panoramic radiographic image	NIC00			\$30.00	Completed	\$0.00			
7	D7210	extraction erupted tooth requiring remov	NIC00	1		\$0.00	Completed	\$0.00			
7	D2393	resin-based composite - three surfaces pc	NIC00	31	MOD	\$370.00	Completed	\$0.00	-\$74.00		
7	PATCHECI	Patient Check Pymt	NIC00			-\$20.00	Completed				
7	PATCHECI	Patient Check Pymt	NIC00			-\$54.00	Completed				

View: Detail - All

Post Date: 09/08/2025

14 Click "OK"

15 This is what a Payment Receipt will look like

Date	Description	Amount
9/8/2025	Patient Cash Payment	\$100.00
9/8/2025	removal of impacted tooth - completely bony	(\$100.00)
	Unapplied Amount	\$0.00

Tiffany  
 123546 NE  
 Gilbert, AZ 85297  
 +18007046994

Payment Receipt  
 ARISU000 - Sunny Arizona  
 Payment Date: 9/8/2025

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**16**

You also have the option to print any of these patient statements from the Report Menu.