
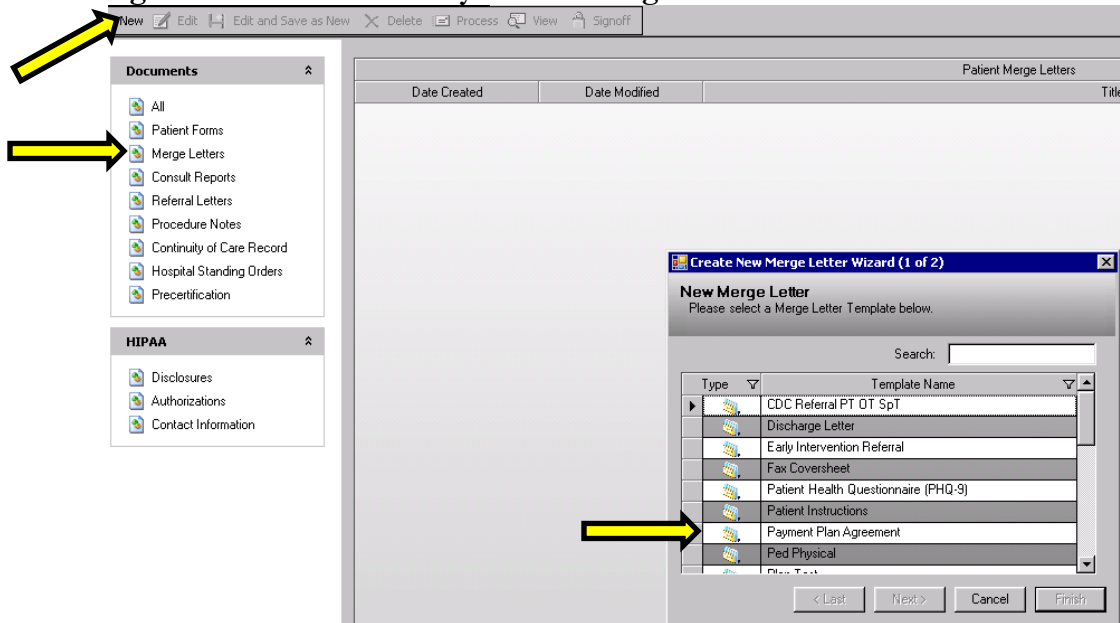




## Printing a Payment Plan Agreement

1. Open the Guarantor's Account.
2. With the Guarantor account open, select the **Patient Correspondence** icon .
3. Choose **Merge Letters** → **New** → **Payment Plan Agreement** → **Next**.



4. Select **No** to the question “Do you wish to link an encounter to this merge letter?”
5. Click **Finish**.
6. The **Payment Plan Agreement** letter will generate on the screen. Select **File** → **Process Now** → **Method: Print** → **OK**.
7. Choose your Printer and select **OK**. Once the letter prints answer yes to “Did your correspondence print correctly?” – This will save a copy of the letter to the patient's chart.