Guarantor Administration
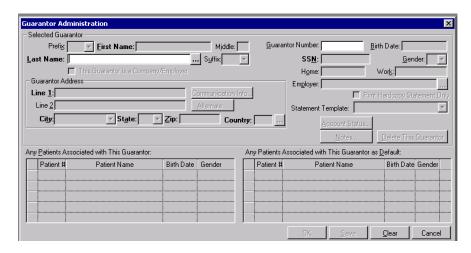
1. Open the **Patient Administration** Module

2. Click on **Tools** in the top menu ribbon

3. Click on **Guarantor Administration**

4. The Guarantor Administration window will appear:

5. Search out the Guarantor and then you can update all information required.

6. Note: If the patient is listed as "SELF" for Guarantor the system will prompt you to see if you want to update the information for the patient account as well.