



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:

Guarantor Administration

Selected Guarantor:

Prefix: First Name: Middle: Guarantor Number: Birth Date:

Last Name: Suffix: SSN: Gender:

☐ This Guarantor is a Company/Employer

Guarantor Address:

Line 1: Communication Info:

Line 2: Alternate:

City: State: Zip: Country:

Home: Work: Employer:

☐ Print Hardcopy Statement Only

Statement Template:

Account Status: Notes: Delete This Guarantor:

Any Patients Associated with This Guarantor:

Patient #	Patient Name	Birth Date	Gender

Any Patients Associated with This Guarantor as Default:

Patient #	Patient Name	Birth Date	Gender

OK Save Clear Cancel

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.