

# Superbill and Statement Headers

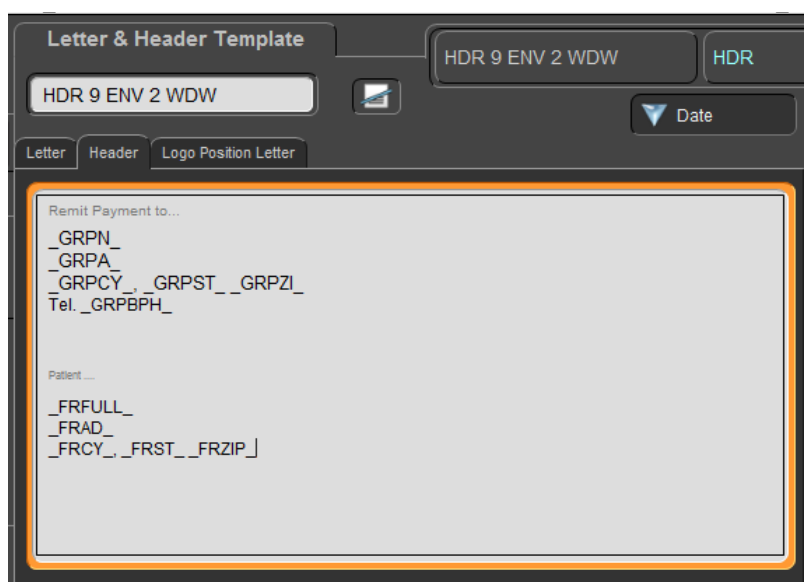


## Superbill and Statement Headers

- To add or customize Superbill and Statement headers, go to the **Libraries** menu, select the **Templates** tab, **Headers** tab. You can edit an existing Header template by clicking on the blue arrow to the left of the Header name. Do NOT edit the first 3 headers, as these are master templates. Instead, click on the “Duplicate” icon to the right of the Header name.

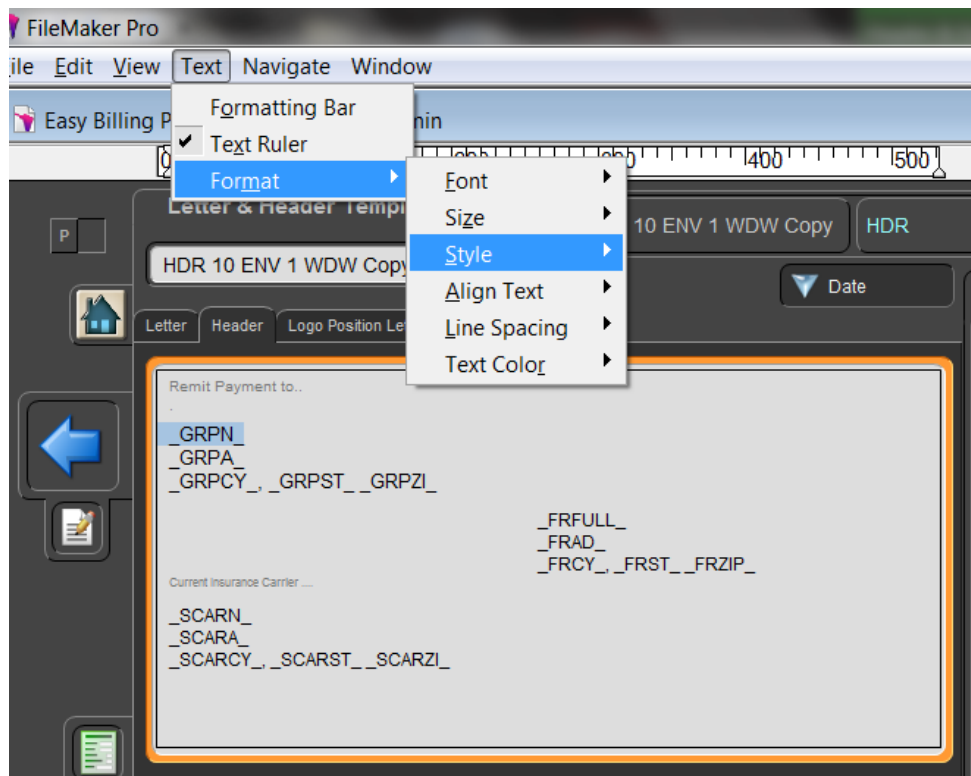


- The Letter & Header Template shows the HDR 9 ENV 2 WDW header.

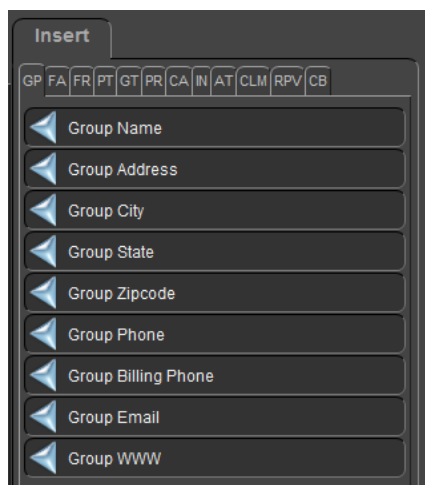


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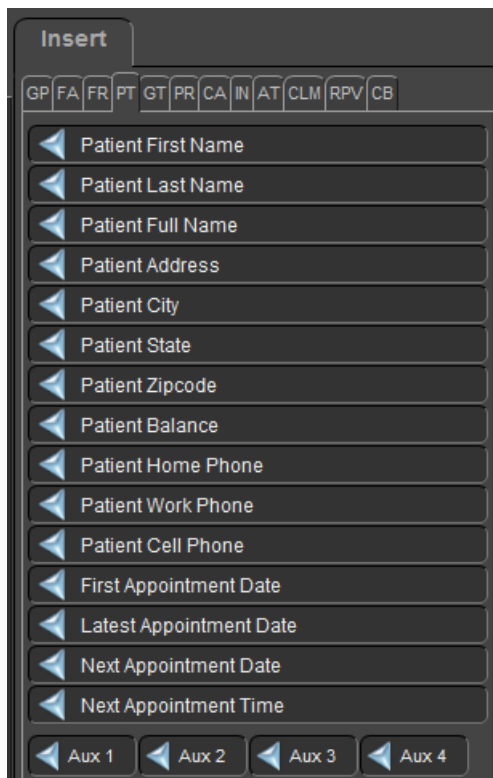
- You can format fields using the Text menu at the top of the screen. You can position the text with the “Space” or “Tab” keys, change colors and add your own hard-coded text.



- You can add fields by clicking on the field names on the tabs to the right. Click in the layout where you want to add the field then click the field name. Shown here are the Group tab (GP) and the Patient tab (PT).



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In order to use the customized headers, you must select them from the drop down menu on the **Provider/Team** menu, **Preferences** tab, **Claim** tab for each logged in user. The drop downs are at the bottom of the **Claim** tab.

