Icons used in EB Pro

Throughout the Easy Billing Professional program there are picture buttons, or icons, which you can click on to perform specific tasks. These icons and their actions are listed below.

System Wide	
	Return to Main menu.
	Return to previous screen.
	View the selected record.
	Go to online tutorials page.
	Go to online help page.
	Go to your work list.
	Add a new item, or record.
	Delete an item, or record.
	Save changes, or selection.
	Revert changes, or clear the query.
	View patient, or related information.
	Find blank data for the selected field.

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	Search for a claim.
	Find, or select all records/options.
	Clear, or unselect all records/options.
	Select from a drop down list.
	Select a date range from the Calendar.
	Select a time.
	Show corresponding auxiliary fields screen.
	Update patient information for a claim.
	Linked item.
Payments	
	Payment is part of a batch.
	Payment is not part of a batch.
	Payment is attached to a deposit.
	Payment is not attached to a deposit.
	Highlights the payments in a batch on Deposit screen.
	View information for a batch or deposit.
Query screens	
	Cleary the query. Do this first when starting a new

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	query.
	Go to the RPT tab.
	Go to the report viewing screen.
	Build CMS form (individually or batch).
	Create a Superbill (individually or batch).
	Run a query.
	Save a query.
	Update a query.
	Load a query.
	Edit a query.
P	Go to related patients.
T	Go to related transactions.
C	Go to related claims.
	Set criteria.
	Sort.
	Omit the record from the found set.
Patient Query	
	Export patient and referring provider information.
Request	Eligibility Request.
	Balance Forward Statement by Date.

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	Balance Forward Statement with Claim Summary.
	Ready Claim Statement by Date
	Ready Claim Statement with Claim Summary.
	Create Letter.
E C O A R	
E	Extend the current query.
C	Constrain the current query.
O	Omit all the records in the current query and show all others.
A	Show all records.
R	Reset the query without removing the found records.
Reports	
	Preview a report, when in the report viewer.
PDF	Export a report to PDF file.
	Print the report.
	Create a list that can be printed, or saved as PDF.
	Sort.

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Notes	
	Create a note.
	View attached note.
	Note attached, Medium priority.
	Note attached, High priority.
	Note attached, Extreme priority.
Carriers	
	Carrier Master Account
	Carrier linked to current account.
	Carrier already linked to another account.
	Reset to original master number.
Other	
	Add to work list.
	View linked patients in query.
	Calculate adjustment automatically.
	Duplicate the item.

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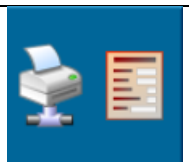
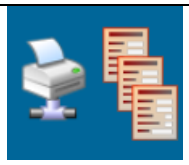
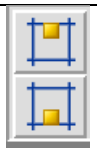
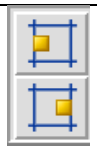
	Print this form (one claim, single page).
	Print set of forms (one claim, multi page).
	Nudge Up and Nudge Down
	Nudge Left and Nudge Right
	Back up data on Preferences menu.
	Detach logged in user from task (Claims).
	Link logged in user to task (Claims).

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