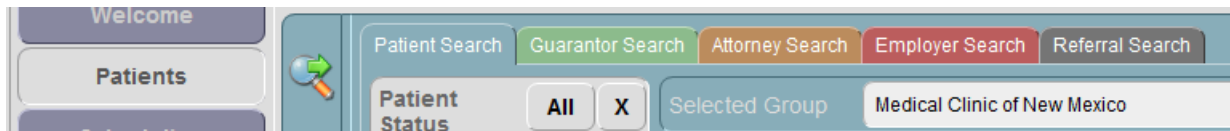




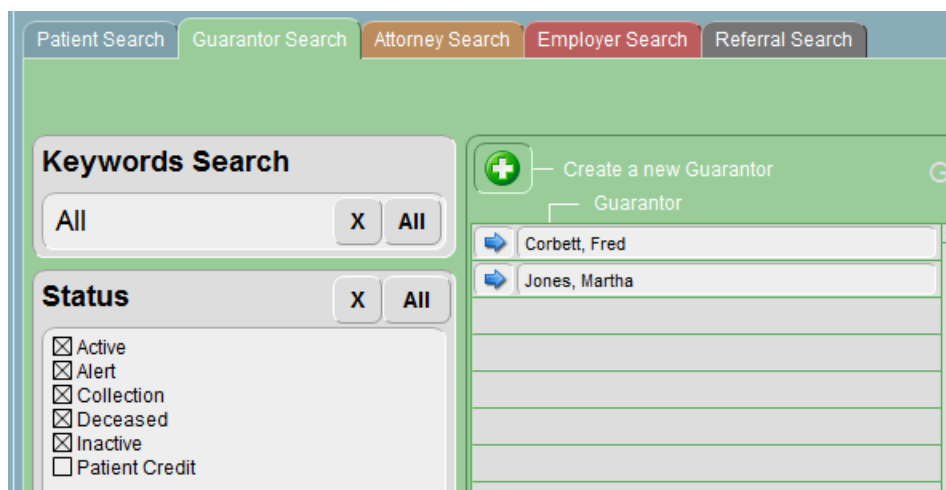
Patients' Attorney, Guarantor, Employer and Referral Source

Searching for patient guarantors, attorneys, employers and referral sources is done on the **Patients** menu.



On the **Guarantor Search** tab, you can:

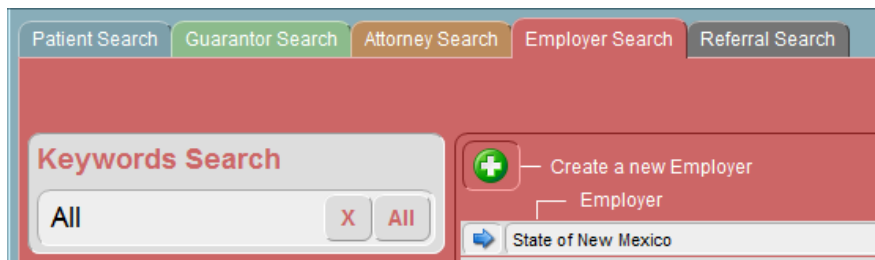
- Create a new guarantor,
- Search for an existing guarantor by clicking into the Keyword Search field, or
- Click the **All** button to pull up all previously entered guarantors.
- You can isolate your search by selecting one or more of the statuses in the **Status** box.
- Click the blue arrow of a previously entered guarantor to go into that account.



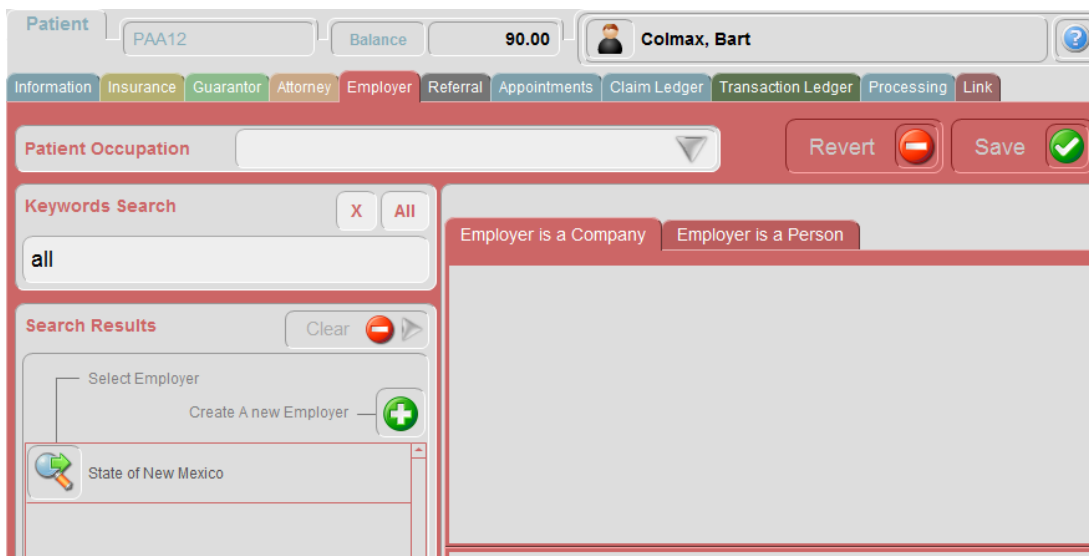
Attorney Search, Employer Search and Referral Search tabs all function the same as the **Guarantor Search**.

- Click on the blue arrow to take a look at a specific employer in the list.

Patient Guarantor Attorney Employer Referral



- When creating a new employer, the information can be entered on this screen as well as when the employer is created inside the Patient Employer screen.



- You can also view the patients that are connected to and create comments for each of the guarantor, attorney, employers and referral sources by clicking on the appropriate tab inside the screens.

Patient Guarantor Attorney Employer Referral

Employers State of New Mexico

Name **Employees**

	First Name	Middle Name	Last Name	Suffix	Date of Birth	Social Security #	Gender
➔	Ruth	A	Corbett		09/13/1993	369-85-6100	<input type="radio"/> Male <input checked="" type="radio"/> Female
➔	Leonardo		DiVinci		06/12/1949	555-44-1111	<input checked="" type="radio"/> Male <input type="radio"/> Female
➔	Sandra		Anderson		05/14/1988	555-44-777	<input type="radio"/> Male <input checked="" type="radio"/> Female
➔	Morticia		Adams		05/11/1928	888-55-1111	<input type="radio"/> Male <input checked="" type="radio"/> Female

Comments
Call for status update and authorization.

Guarantors Corbett, Fred

Name **Family Members**

	First Name	Middle Name	Last Name	Suffix	Date of Birth	Social Security #	Gender
➔	Bart		Simpson		04/12/1985	--	<input checked="" type="radio"/> Male <input type="radio"/> Female
➔	Ruth	A	Corbett		09/13/1993	369-85-6100	<input type="radio"/> Male <input checked="" type="radio"/> Female
➔	Elmer	R	Fudd		05/01/1949	888-66-222	<input checked="" type="radio"/> Male <input type="radio"/> Female

Attorneys Abbott Law Firm

Name **Patients Represented**

	First Name	Middle Name	Last Name	Suffix	Date of Birth	Social Security #	Gender
➔	Bart				04/12/1985	--	<input checked="" type="radio"/> Male <input type="radio"/> Female
➔	Elmer	R			05/01/1949	888-66-222	<input checked="" type="radio"/> Male <input type="radio"/> Female
➔	Bart				02/21/1960	123-45-6789	<input checked="" type="radio"/> Male <input type="radio"/> Female

Referrals Smith, Sally

Name **Campaigns**

Referral Source Friend	Campaign List Friend
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