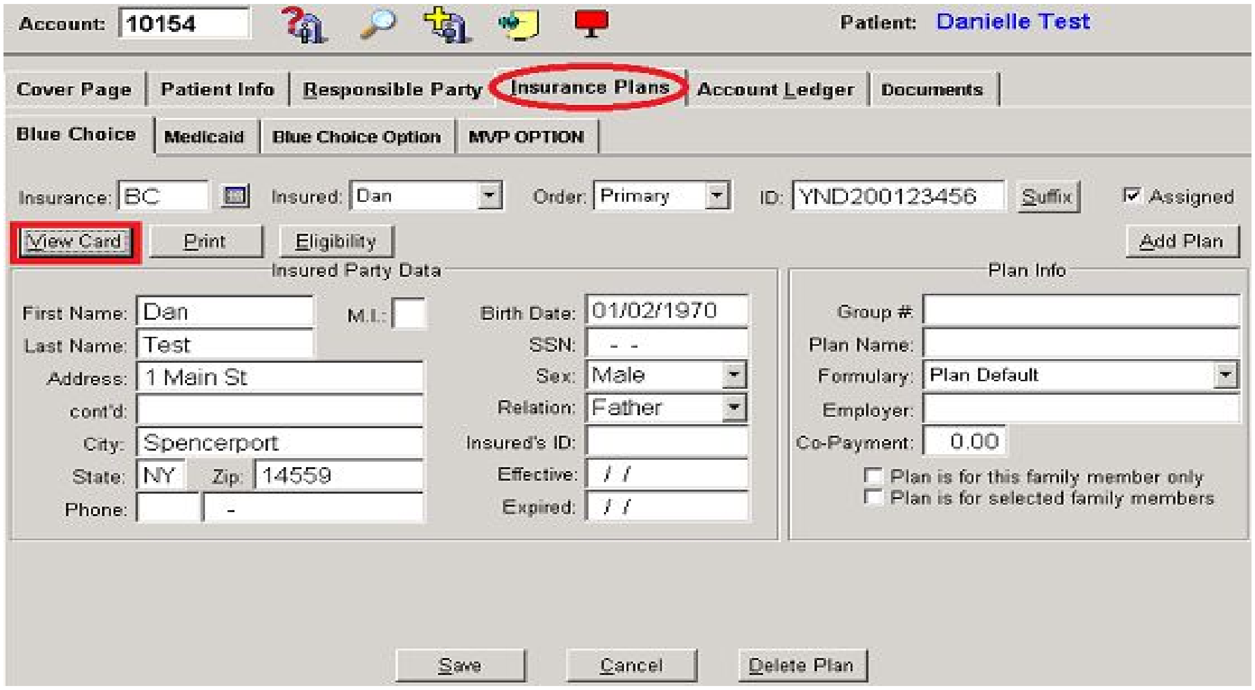
Scanning Insurance Card

From Patient Activity screen, choose Insurance Plans tab. Click on View Card.



Make sure insurance chosen in system matches what is on the card; for family billing clients, be sure the correct patient is chosen. Click on **Scan**.

Scanning card: Scan both sides of the card even if it doesn't appear anything is useful on the opposite side.   Two scans are required.   Hit Exit. The image will appear next time you View Card.