Copy Secondary Insurance Information From Another Patient

- A) Get Account Number of the patient you want to copy the information from.
- **B)** Open the Secondary Insurance screen for the patient you wish to copy the information too.
- C) Then (1) Select the top Toolbar "*Tools*" option
 (2) Select "*Secondary Carrier Info Copy*"

S						Secon	dary Coverage Information Data Tec
Menu H	elp UnDo	Clear	Find	Print	Tools	Window	
New A	cct Save	Print	Find	Prev		Calculator Clip Board Info Ezlist Note Pad	Sched Img Img<
	Acct No	95		Last	1	Phone Dialer Family Clear	
Secondary Coverage					(Options Phone List	
Resp Acc Relationship Insur					1	Printer Selection Save Screen Size and Location	No Birthdate Sex
			9	Secondary Carrier Info Copy			
Carrier	Num		Upo	late	:	swap Primary and Secondary Carrier Info	
CarPayl	Profile#						
Pay Pr	ofile #		Li	st			Life Time Max
Emplo	oyer #						

D) When prompted enter the **Account Number** of the patient you wish to copy the information **from**. Just follow on-screen prompts.