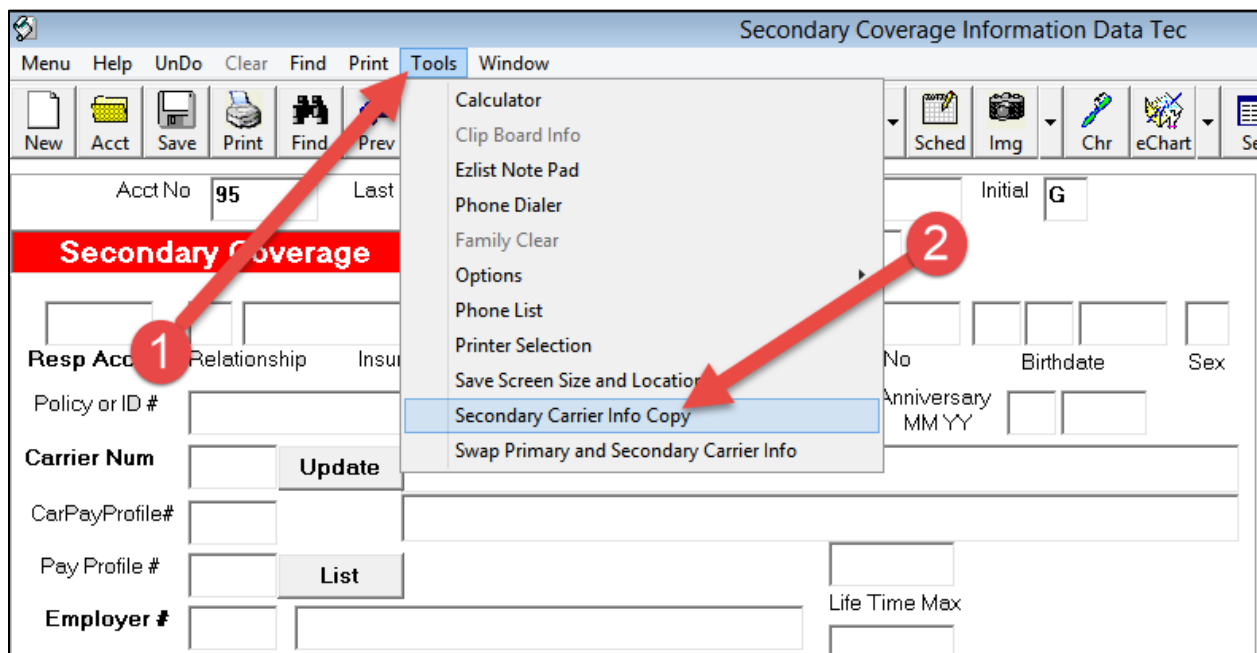# Copy Secondary Insurance Information From Another Patient

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***"

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