Milford Regional Physician Group
The Benchmark for Quality Care

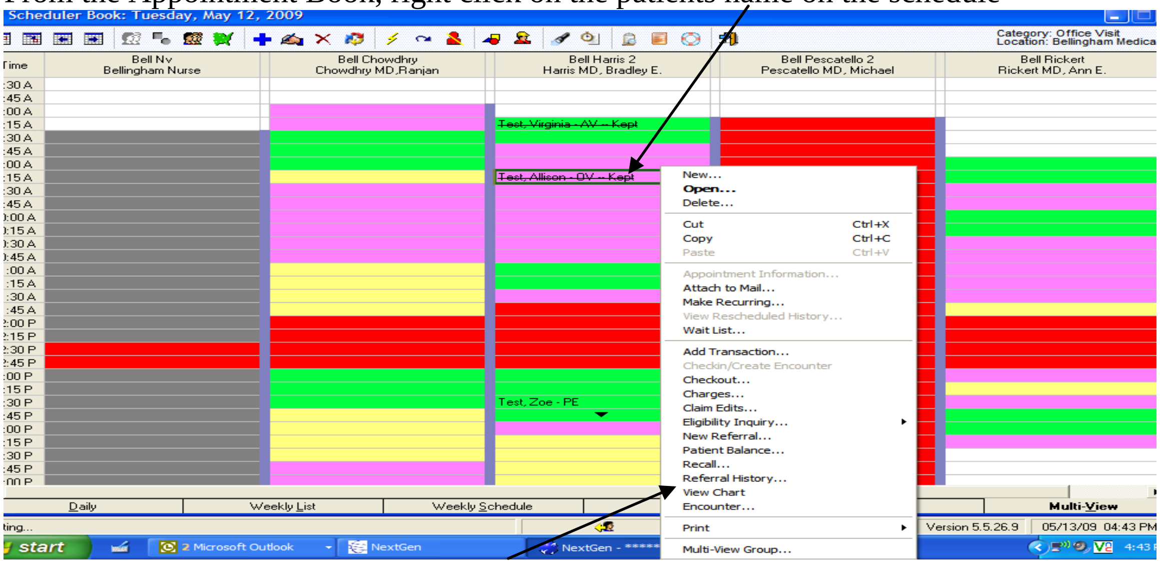
Workflow for: ☒ Family Medicine ☒ Internal Medicine ☒ Pediatrics ☒Specialty

☒ Clerical ☐ Clinical ☐ Provider

Date Initiated: 5/09 Pages: 2 Approved by: On File

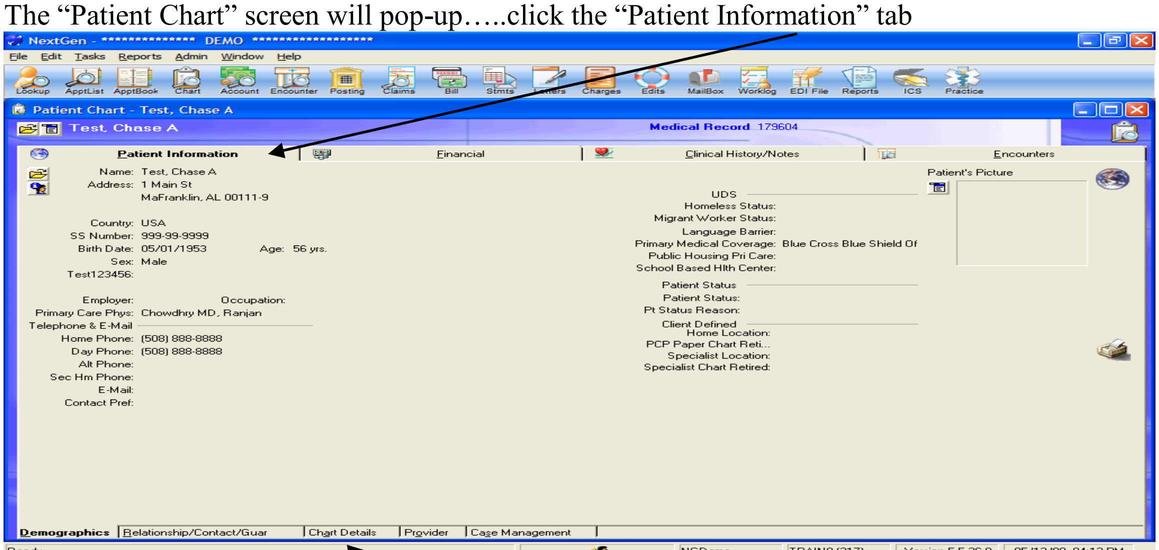
NextGen: Financial Policy Documentation

From the Appointment Book, right click on the patients name on the schedule



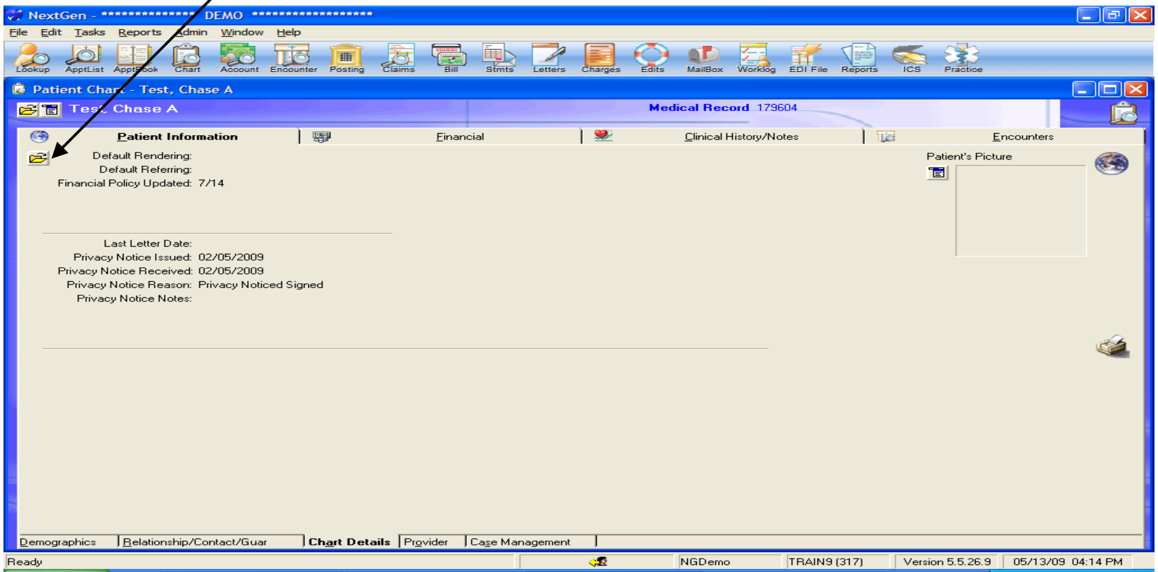
Highlight and click on the "View Chart" option

The "Patient Chart" screen will pop-up…..click the "Patient Information" tab



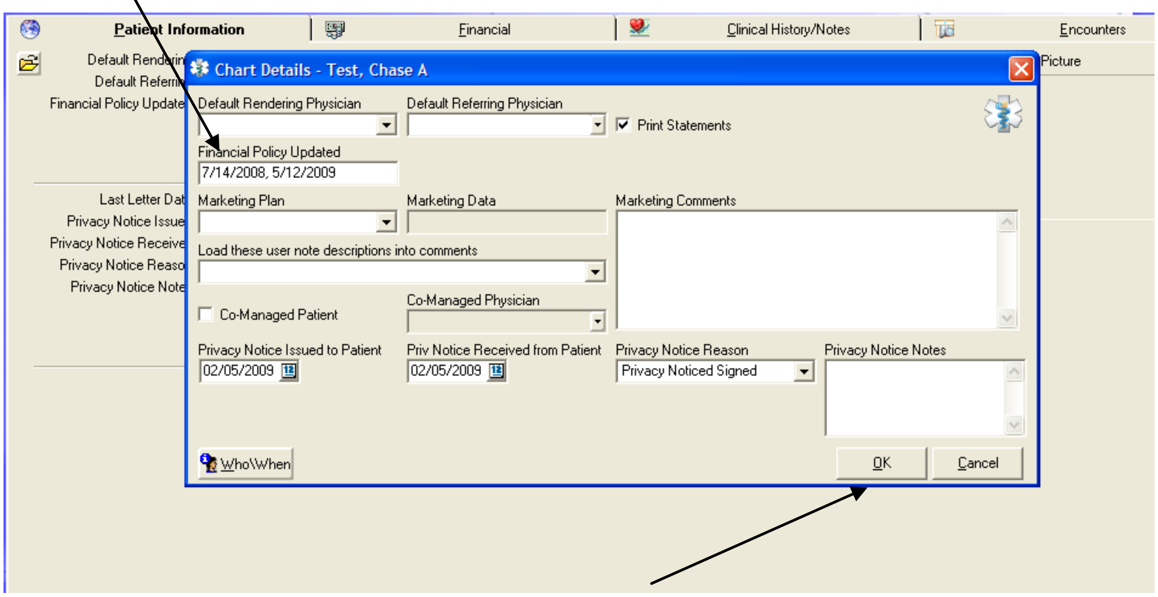
Click the : "Chart Details" tab

Click the “Yellow Folder” icon



In the “Financial Policy Update” field, type in the date the patient signed the policy

**Note…leave all existing dates in place



Click “OK”

The date is now recorded