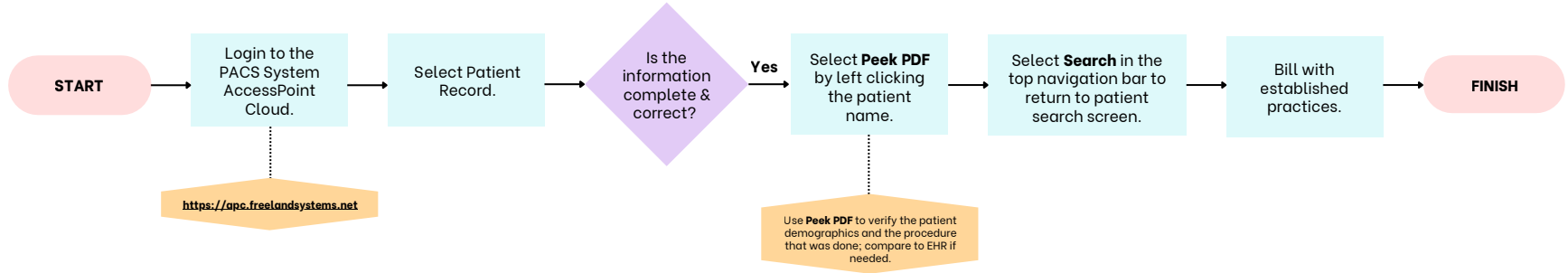


MEDICAL BILLING WORKFLOW FOR FREELAND SYSTEMS

These steps are not necessary, but offered to verify procedures that were done.



Important to Note:

- When a user opens a report template, it is automatically **locked for editing**.
- This prevents multiple users from editing the same report at the same time.
- A message stating "**Report being edited by [User]**" will appear on the **Patient List** screen or the **Report Selection** page.
- There are two options to close the report. You can click **Cancel Report** > click **Cancel Changes** > then select **Delete Report**. **This will discard all changes made during the editing session!**
- The other option is to **Review and Finalize**. Click **Review** > then select **Finalize**. **This will save all changes and lock the report as complete.**

MAKE SURE YOU ARE NOT IN THE REPORT IF YOU ARE NOT WORKING ON IT!

Key:

● Start/Finish

● Next Step

● Additional Info

● Question/Review

