



Address Corrections Setup

When you send statements using QuickBill, QuickBill verifies whether any of the patients have registered a new address with the National Change of Address Service (NCOA). If QuickBill finds a new address, eSync automatically notifies you of the address correction and allows you to easily update the patient's address in your DENTRIX database. Before you can receive address correction notifications via eSync, you must submit QuickBill users to your eSync software. To submit QuickBill users:

1. Open eSync

Open eSync on a workstation used to process QuickBill statements.

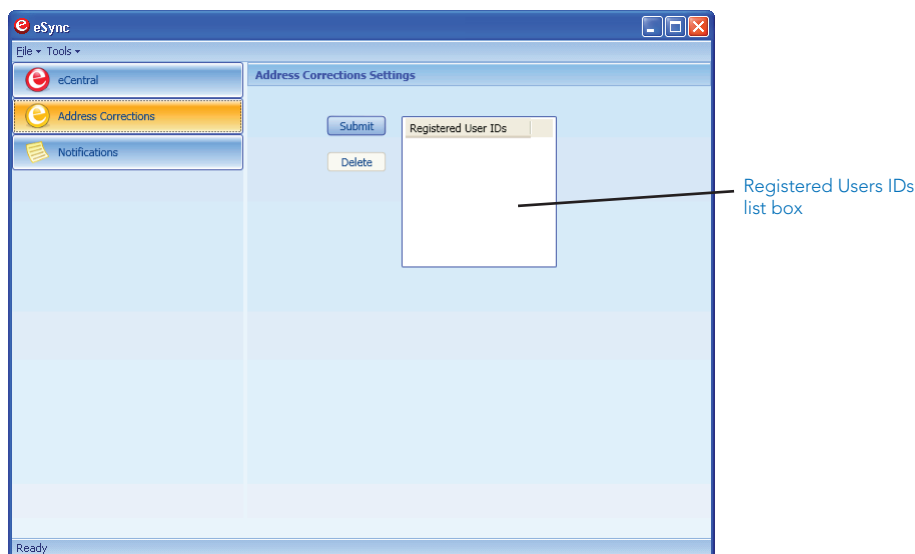
2. Click Address Corrections

From the Settings pane, click the **Address Corrections** button to open the Address Corrections Settings pane.

3. Click Submit

Click **Submit** to pull users from your QuickBill software and add them to the Registered Users IDs list. The Registered Users IDs list displays QuickBill users that are setup to receive address correction notifications via eSync.

Note: Registered QuickBill users that are unable to be submitted to eSync appear in red text at the bottom of the Address Corrections Settings pane. For details about how to submit these users, contact QuickBill support at (800) 734-5561.



4. Repeat for Each Workstation

Repeat steps 1 - 3 for each workstation on which you process QuickBill statements.

Preventing QuickBill User's from Receiving Notifications

If you do not want to receive address correction notifications for one or more QuickBill user (e.g. the QuickBill user has left the practice), remove the user from the Registered Users IDs list. When you remove a user from any workstation, the user is automatically removed from all other workstations. To remove a user:

1. Highlight

In the Address Corrections Settings pane, highlight the user.

2. Click Delete

Click the **Delete** button to remove the user from the Registered Users IDs list box.