Customers

This process is available from the Menu → Accounting → Customers

Customer types

There are 5 types of Customers:

1. **Patients**
2. **Public insurance**
3. **Private insurance**
4. **Another physical person**: In some cases, the Customer is the parent or other relative or attendant. Especially when the patient is a child.
5. **Another legal person**: Finally, there are cases where the Customer (the one who pays for the medical services) is a Legal Entity (hospital, institution, organization, etc.).

Add new customer

Each Patient you enter into the database is automatically registered as a Customer. **You do not need to add them**.

To add a New Customer (who is not a patient), select the "**Add new Customer**" button and then fill in the appropriate form.

Edit Customer

To edit the customer record, click on the "**Lastname or Legal name**" link and then fill out the appropriate form.

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