How to Enter Billing with Service Delivery in WellSky

Get to the Main Menu in WellSky





Use drop down to rearrange Main Menu if needed.



In Search Box enter name or WellSky Client number.

Click on Service Deliveries



Click on Add New



Enter Items needed, Save and Close

Done

Next time for this client



Highlight the service delivery and click Copy



Choose correct service to be billed



Enter Items needed, Save and Close

Done