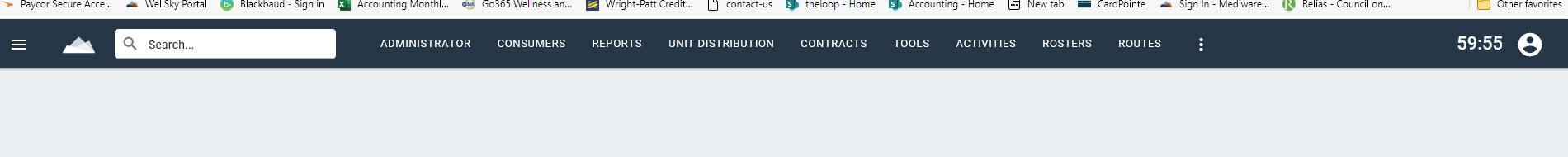
How to Enter Billing with Service Delivery in WellSky

Get to the Main Menu in WellSky



A screenshot of a menu

Description automatically generated

Use drop down to rearrange Main Menu if needed.

A screenshot of a computer

Description automatically generated

In Search Box enter name or WellSky Client number.

Click on Service Deliveries

A screenshot of a computer

Description automatically generated

Click on Add New

A screenshot of a computer

Description automatically generated

Enter Items needed, Save and Close

Done

Next time for this client

A screenshot of a computer

Description automatically generated

Highlight the service delivery and click Copy

A screenshot of a computer

Description automatically generated

Choose correct service to be billed

A screenshot of a computer

Description automatically generated

Enter Items needed, Save and Close

Done