

# Guarantor process

When creating a chart/scheduling an appointment **AND** checking in a patient, please verify:

- Who is responsible for this/today's visit?
- What insurance, if any, should we be billing for said visit?

Please verify when scheduling the appointment who is going to be responsible for the visit and then again at check in.

If there is any questions/concerns, please reach out

From:

<https://wiki.spectrahealth.org/> - **Spectra Health Wiki**

Permanent link:

[https://wiki.spectrahealth.org/patientservices:guarantor\\_process?rev=1757449589](https://wiki.spectrahealth.org/patientservices:guarantor_process?rev=1757449589)

Last update: **2025/09/09 15:26**

