Memo Lead-In Characters

Use these lead-in characters to force memos to appear under the following conditions:

Char	Memo Type	Form	Description
∗	Free-form/Fixed	Statement	A memo will print on a statement if, in the normal-view ledger, it immediately follows an item that normally prints on a statement.
!	Free-form/Fixed	1500 form	A memo will print on a 1500 form if, in the normal-view ledger, it immediately follows an item that normally prints on a 1500 form.
&	Free-form/Fixed	ECS/1500 form	For Medicare Electronic Billing (ECS), a memo will print in the **Comment Field** if, in the normal-view ledger, it immediately follows an item to be transmitted/submitted. For a 1500 form, a memo will print below the item on the next treatment line. ** Please set a default to implement this option.
~	Free-form/Fixed	Statement 1500 form	Regardless of the memo's position in the ledger, this memo will print on both a statement and a 1500 form. However, it will not cause a statement or a 1500 form to print if there is nothing else to print on the form.
∧	Free-form	ECS/1500 form (Box 23)	A memo will appear as the **Prior Authorization Number** if, in the normal-view ledger, it immediately follows a charge that normally appears on Medicare Electronic Billing (ECS) and 1500 forms.
]	Free-form/Fixed	1500 form (Box 19)	A memo will print on a 1500 form if, in the normal-view ledger, it immediately follows an item that normally prints on a 1500 form. However, it will not cause a 1500 form to print if there is nothing else to print on the form.
|	Free-form	ECS/1500 form (Box 24G)	This memo will appear in the **Days or Units** field if, in the normal-view ledger, it immediately follows a charge that normally appears on Medicare Electronic Billing (ECS) and 1500 forms. **Please set a default to implement this option.