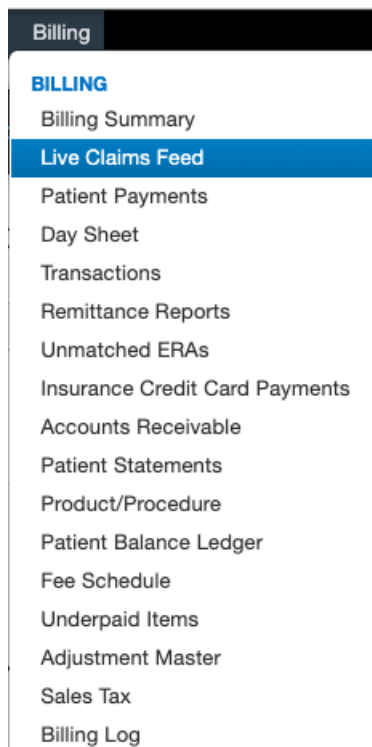


Printing selected HCFA-1500 forms from the Live Claims Feed

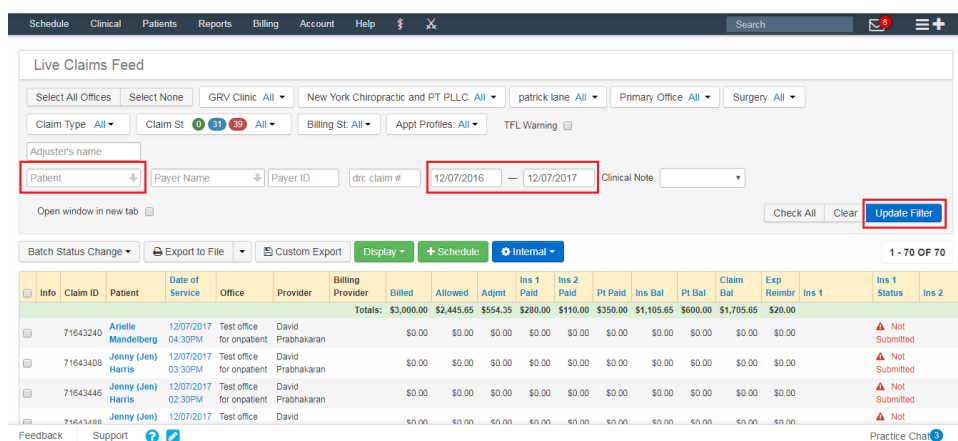
07/24/2024 7:35 pm EDT

To print multiple HCFA 1500 forms within DrChrono, please follow the instructions listed below:

1. Navigate to the **Billing** tab and click on the **Live claims feed**.



2. Enter the date range or filter the claims for a specific patient for whom the HCFA forms are to be printed.



The patients listed above are samples with test data.

3. Select the appointments that you would like to print an HCFA for by clicking in the box to the left of the patient's name and date of service.

Batch Status Change		Export to File			
<input type="checkbox"/>	Info	Claim ID	Patient	Date of Service	Office
<input checked="" type="checkbox"/>		256651927	Ashlee (Demo) Smith	6/08/2023 05:45PM	Primary Office
<input type="checkbox"/>		256651928	Anthony (Demo) Hall	6/08/2023 11:45AM	Primary Office
<input checked="" type="checkbox"/>		256517351	Matthew (Demo) Brown	6/07/2023 05:45PM	Primary Office
<input checked="" type="checkbox"/>		256517350	Victoria (Demo) Kelly	6/07/2023 04:00PM	Primary Office

The patients listed above are samples with test data.

4. Click on **Export to file** and select **Print HCFA** or **Print HCFA(text)**.

- Note - Print HCFA should be used when you have plain, white paper in your printer. Print HCFA (text) should be used when you have the pre-printed HCFA paper loaded into your printer. The text option will print only the text for the appropriate boxes, without printing the box outlines themselves.

The screenshot shows the 'Live Claims Feed' interface. At the top, there are filters for 'Select All Offices', 'Select None', 'GRV Clinic', 'New York Chiropractic and PT PLLC', 'patrick lane', 'Primary Office', and 'Surgery'. Below these are filters for 'Claim Type', 'Claim St', 'Billing St', 'Appt Profiles', and 'TFL Warning'. A search bar for 'Adjuster's name' is also present. The main table has columns for 'Info', 'Claim ID', 'Patient', 'Provider', 'Billing Provider', 'Billed', 'Allowed', 'Adjmt', 'Ins 1 Paid', 'Ins 2 Paid', 'PT Paid', 'Ins Bal', 'PT Bal', 'Claim Bal', 'Exp Reimbr', 'Ins 1 Status', and 'Ins 2 Status'. A dropdown menu is open over the 'Print HCFA' button, showing options: 'Print HCFA (text)', 'Print Superbill', and 'Export EDI 837p'. A red arrow points to the 'Print HCFA (text)' option.

The patients listed above are samples with test data.

5. Select the appropriate billing status (if applicable) from the drop-down menu and click on **Print**.

The screenshot shows the 'Print HCFA' dialog box. It has a title bar 'Print HCFA' and a close button. Below the title bar is a dropdown menu labeled 'And change billing status to'. The dropdown menu is open, showing options: 'Bill Insurance', '-- Not Changed --', 'Paid In Full', 'Balance Due', 'Settled', 'Internal Review', 'Bill Insurance', 'Bill Secondary Insurance', 'Worker's Comp Claim', 'Auto Accident Claim', 'Durable Medical Equipment Claim', 'Institutional Service', 'Paper bill', 'Moved to collections', 'Mailed paper', 'Test Status', 'Test Status 1', 'Note not completed', and 'Ready to bill'. A 'Print' button is highlighted with a red box.

5. The HCFA forms for the list of claims selected on the Live Claims Feed will be exported to your message center.