Printing an institutional claim form - UB04

07/24/2024 7:35 pm EDT

If you are set up for billing of institutional claims, you can print UB04 / HCFA 1450 forms by following the steps below:

1. Hover over the **Billing** tab and select **Live Claims Feed**

2. Click on the visit date for the Institutional Appointment.

3. Check the switch box for **Institutional Claim** on the top left of the screen, just below the patient's name.

If you do not see this option please contact DrChrono's customer success team

- Select UB04 text if you have the preprinted UB04 paper fed into the printer.

🖨 **UB04 (text)**

- Select UB04 if you are printing on plain white paper.

🖨 **UB04**