

# 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**

The screenshot shows a navigation menu with the following categories and items:

- BILLING**
  - Billing Summary
  - Live Claims Feed** (highlighted)
  - Patient Payments 2.0
  - Day Sheet
  - Transactions
  - Remittance Reports
  - Unmatched ERAs
  - Accounts Receivable
  - Patient Statements
  - Product/Procedure
  - Patient Balance Ledger
  - Fee Schedule
  - Underpaid Items
  - Adjustment Master
  - Sales Tax
  - Billing Log
- BUSINESS INTELLIGENCE**
  - Denial Analysis 2.0
  - Payment Analysis 2.0
- CODING**
  - Code Search
  - New Custom Procedure
  - Custom Procedures
- ENROLLMENTS**
  - Bulk Edit Payer IDs
  - Insurance Setup
  - Payer Search

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

Info	Claim ID	Patient	Date of Service	Office	Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Bal	Claim Bal	Exp Reimbr	Ins 1 Status	Ins 2 Status	Fi
Totals: \$9,430.00 \$9,170.00 \$260.00 \$480.00 \$0.00 (\$3,710.00) \$5,788.00 \$6,612.00 \$12,400.00 \$0.00																		
	23381364		<a href="#">10/29/2015 12:00AM</a>	Primary Office (Kalin)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	American Specialty Health Networks, Inc. (Blue Cross)	▲ Not submitted	

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

The screenshot shows a date selector set to 10/29/2015 and a toggle switch for "Institutional Claim" which is currently turned "Yes".

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

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