

How Do I Print Superbills Individually, for a Single Day or a Date Range?

07/24/2024 3:20 pm EDT

You can print superbills, aka itemized receipts, from a few different places individually or in bulk for a day or date range. Individually you can print from either the appointment window or the billing details screen in the Live Claims Feed. You can print them in bulk from the Live Claims Feed.

Printing Individually

In the appointment window on the **Billing** tab, click on the **Patient Superbill** button to print.

Schedule Appointment

Appointment **Billing** Eligibility Vitals Growthcharts Flags Log Comm. Revisions Custom Data MU Helper

Patient SuperBill Clinical Note Billing Details Other Forms

Billing Status **ICD Version** ICD-10 **Patient Payment** \$ 20.00 Copay: \$20 **Receipt** **Pre Authorization Approval** **Referral #** **Payment Profile** Cash **Billing Profile** **Billing Pick List** Choose Codes from Pick List **Diagnosis Pick List** Choose Codes from Pt Problems **Credit Card Payment** Process Credit Card

HCFA Box 10 - Is patient's condition related to:

Employment No Auto Accident No Other Accident No Onset Date Type Onset of Current Symptoms Onset Date Other Date Type - Other Date Type - Other Date

ICD-10 Codes		Find Diagnosis codes
#	Code	Description
1	Z00.00	Encounter for general adult medical examination without abnormal findings

ICD-9 Codes to Convert		Find Diagnosis codes
#	Code	Description

NDC Codes				Find NDC Codes
NDC Code	Quantity	Units	Line Item	

CPT Codes		Find CPT Procedure codes
Code	Description	Price (\$)
1 97161	PT EVAL LOW COMPLEX 20 MIN	100.00
Modifiers:		---
Quantity/Minutes:		1.00
Diagnosis Pointers:		1:0:0:0
2 99213	OFFICE O/P EST LOW 20-29 MIN	175.00
Modifiers:		---
Quantity/Minutes:		1.00
Diagnosis Pointers:		1:0:0:0

From here you can click the printer icon to print from your device.

DrChrono
brendanwilberton.drchrono.com/appointments/superbill/210656581

1 / 1 | 85% | [Download] [Print] [More]

Patient Receipt

Appointment Date: Tue May 03, 2022 9:50AM

Provider Information:

Test Facility Dr. James Smith Billing NPI: 1234567890 Provider EIN: 123456789	Place of Service Code: 11 225 Schilling Circle Hunt Valley, MD 21031	Office Phone: (443) 555-5555 Office Fax: 301-555-5555 Email: sample.provider@sample.com http://www.drchrono.com
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Patient Information

Patient Name: Laurie Sample Date of Birth: Dec. 8, 1990	Patient Address: 328 Gibraltar Dr Sunnyvale, CA 60005	Patient Phone: (650) 555-5555
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Insurer: United HealthCare
Subscriber: Laurie Sample
Group #: ABC123
Member #: 123456789

Diagnosis:

#	Date of Visit	Diagnosis Code
1	05/03/2022	Z00.00: Encounter for general adult medical examination without abnormal findings

Treatment:

Date of Service	Billing Code	Mods	Dx Ptrs	Qty	Fee	Dis	Total
05/03/2022	97161: PT EVAL LOW COMPLEX 20 MIN		1:0:0:0	1.00	\$100.00	\$0.00	\$100.00
05/03/2022	99213: OFFICE O/P EST LOW 20-29 MIN		1:0:0:0	1.00	\$175.00	\$0.00	\$175.00

All patient data listed in this article is sample data. This is not a real person or real patient data.

If your patient is connected to OnPatient, you can also send the superbill to their OnPatient account. Click on the arrow next to the **Patient Superbill** and select **Send to OnPatient**.

Schedule Appointment ✕

- Appointment
- Billing**
- Eligibility
- Vitals
- Growthcharts
- Flags
- Log Comm.
- Revisions
- Custom Data
- MU Helper

Institutional Claim

- Patient SuperBill ▼
- Clinical Note
- Billing Details
- Other Forms ▼

Billing Status ▼

ICD Version ICD-10 ▼

Patient Payment \$ 20.00 Copay: \$20 +

t Receipt ▼

Pre Authorization Approval

Referral #

Payment Profile Cash ▼

Billing Profile ▼ +

Billing Pick List Choose Codes from Pick List

Diagnosis Pick List Choose Codes from Pt Problems

Credit Card Payment Process Credit Card

HCFA Box 10 related to:

Employment No ▼

Auto Accident No ▼

Other Accident No ▼

Onset Date Type Onset of Current Symptoms o ▼

Onset Date

Other Date Type - Other Date Type - ▼

Other Date

ICD-10 Codes Find Diagnosis codes ▼

#	Code	Description	✕
1	Z00.00	Encounter for general adult medical examination without abnormal findings	✕

ICD-9 Codes to Convert Find Diagnosis codes ▼

#	Code	Description
---	------	-------------

NDC Codes Find NDC Codes ▼

NDC Code	Quantity	Units	Line Item
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Custom Codes Find Custom Procedure codes ▼

CPT Codes Find CPT Procedure codes ▼

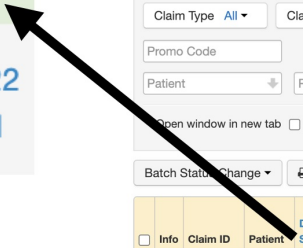
Code	Description	Price (\$)	✕
1 97161	PT EVAL LOW COMPLEX 20 MIN	100.00	✕
Modifiers: --- ▼ --- ▼ --- ▼ --- ▼			
		Quantity/Minutes: <input type="text" value="1.00"/>	
		Diagnosis Pointers: <input type="text" value="1:0:0"/>	
2 99213	OFFICE O/P EST LOW 20-29 MIN	175.00	✕
Modifiers: --- ▼ --- ▼ --- ▼ --- ▼			
		Quantity/Minutes: <input type="text" value="1.00"/>	
		Diagnosis Pointers: <input type="text" value="1:0:0"/>	

You can also print from the Billing Details screen in the Live Claims Feed. Go to **Billing > Live Claims Feed**.

Billing	Account	Marketplace	Help	☰
BILLING				
Billing Summary				
Live Claims Feed				
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				

Click on the **Date of Service** for the appointment you would like to print the superbill for.

Date of Service
5/03/2022
09:50AM



Live Claims Feed

Select All Offices | Select None | Office 1 All | Office 2 All | Office 3 All | Office 4 All

Claim Type All | Claim St All | Billing St: All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Promo Code

Patient | Payer Name | Payer ID | drc claim # | 04/03/2022 - 05/03/2022 | Clinical Note

Batch Status: Change | Export to File | Custom Export | Display | Schedule | Internal | PAGE 1

Info	Claim ID	Patient	Date of Service	Office	Provider	Supervising Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Line Item Bal	Claim Bal	Exp Reimbr	Ins 1 Status	Ins 2 Status	Fin ED			
Totals:							\$695.00	\$695.00	\$0.00	\$0.00	\$0.00	\$20.00	\$420.00	\$255.00	\$675.00	\$0.00						
<input type="checkbox"/>	210656581	Laurie Sample	5/03/2022 09:50AM	Office 1	Dr. James Smith		\$275.00	\$275.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$255.00	\$255.00	\$0.00	United HealthCare		Not Submitted			

Click on the Superbill button.

Laurie Sample - 05/03/2022
Office 1 [11] - Exam 1

View Service | + EOB | SuperBill | Clinical Note | Clone | HCFA/1500 | HCFA/1500 (text) | Print Screen

Billing Status: [Dropdown]
ICD Version: ICD-10 [Dropdown]
Supervising Provider: [Dropdown]
Pt Payment: \$ 20 Copay: \$20.00 [+]
Payment Profile: Cash [Dropdown]
Pt Payment Due: [Dropdown]
Billing Profile: [Dropdown] [+]
Billing Pick List: Choose from Pick List
Diagnosis Pick List: Choose from Pt Problems
Payer pre-auth #: [Dropdown]
Do Not Transmit: Do not transmit authorization number to payer
Referral #: [Text Box]

Claim Type: Default [Dropdown]
Emergency Service: No [Dropdown]
Delay Reason: - Not Used - [Dropdown]
Acute Manifestation Date: [Text Box]
Onset Date: 431: Onse [Dropdown] [Text Box] (HCFA box 14)
Other Date: - Other Da [Dropdown] [Text Box] (HCFA box 15 & 19)
Is patient's condition related to:
Employment: No [Dropdown]
Auto Accident: No [Dropdown]
Other Accident: No [Dropdown]
EDI Billing Note: (HCFA/CMS-1500 Line 19)
Providers: Ref. S. Doctor [Text Box] [Edit Icon]

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1 / 1 | 85% | [Download] [Print] [More]

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Patient Information

Patient Name: Laurie Sample Date of Birth: Dec. 8, 1990	Patient Address: 328 Gibraltar Dr Sunnyvale, CA 60005	Patient Phone: (650) 555-5555
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Insurer: United HealthCare
Subscriber: Laurie Sample
Group #: ABC123
Member #: 123456789

Diagnosis:

#	Date of Visit	Diagnosis Code
1	05/03/2022	Z00.00: Encounter for general adult medical examination without abnormal findings

Treatment:

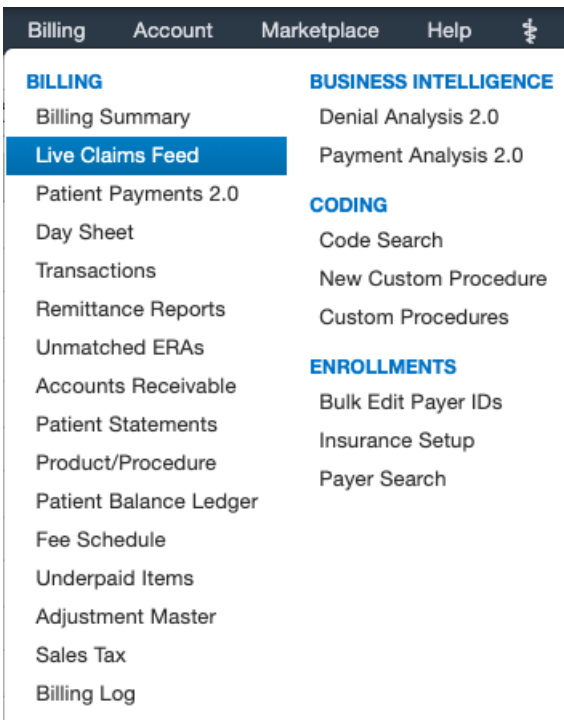
Date of Service	Billing Code	Mods	Dx Ptrs	Qty	Fee	Dis	Total
05/03/2022	97161: PT EVAL LOW COMPLEX 20 MIN		1:0:0:0	1.00	\$100.00	\$0.00	\$100.00
05/03/2022	99213: OFFICE O/P EST LOW 20-29 MIN		1:0:0:0	1.00	\$175.00	\$0.00	\$175.00

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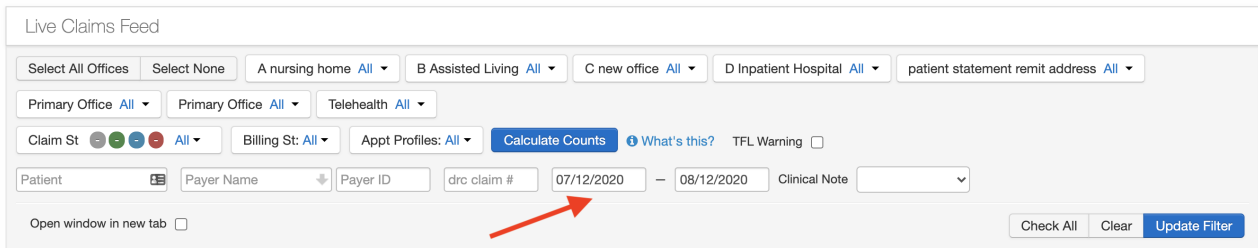
Printing for a Single Day or Date Range

If you would like to print Superbills for a particular day or date range, please follow the steps outlined below.

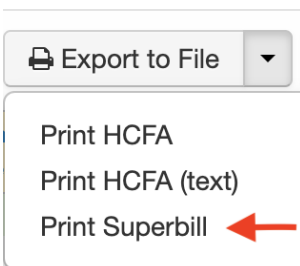
1. Please hover over the **Billing** tab and select **Live Claims Feed**.



2. Using the various sorting options available in the Live Claims Feed, select the patient/group of patients. Enter the date range for the time frame you want to retrieve. You can also select under **Clinical Note** if you want to print superbills for only locked, unlocked, or both.



3. In the **Export to File** Dropdown, select **Print Superbill**.



4. You will then be prompted to choose to move the selected appointments to a new billing status or to leave them unchanged.

- To leave it unchanged, just verify **not changed** is showing in the window and click **Print**.
- If you would like to move the selected appointments to a specific billing status, just select it from the dropdown before clicking **Print**.

Print Superbill



And change billing status to -- Not Changed --

Print

- ✓ -- 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
- Coding Clarification
- Ready to Bill
- Ready to Code
- Enrollment Pending
- Faxed/Mailed Appeal
- Payer Contact
- Patient Contact

5. Once you click **Print**, you will see this message in the top left of your screen. Your report will generate and will be available in your message center when complete.

Exporting... When complete, you will see exported data in Message Center.

6. In the **Message Center** (envelope icon on the top right), you will have the option to save them as a PDF or print them.

