How to bulk print HCFA forms within DrChrono?

07/24/2024 5:05 pm EDT

In order to bulk print HCFA forms within DrChrono, please follow the instructions listed below:

1. Navigate to the **Billing** tab and click on the **Live Claims Feed**.

Billing
BILLING
Billing Summary
Live Claims Feed
Patient Payments
Day Sheet
Transactions
Remittance Reports
Unmatched ERAs
Insurance Credit Card Payments
Accounts Receivable
Patient Statements
Product/Procedure
Patient Balance Ledger
Fee Schedule
Underpaid Items
Adjustment Master
Sales Tax
Billing Log

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

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						Totals:	\$3,000.00	\$2,445.65	\$554.35	\$280.00	\$110.00	\$350.00	\$1,105.65	\$600.00	\$1,705.65	\$20.00			
	71643240	Arielle Mandelberg	12/07/2017 04:30PM	Test office for onpatient	David Prabhakaran		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		A Not Submitted	
	71643408	Jenny (Jen) Harris	12/07/2017 03:30PM	Test office for onpatient	David Prabhakaran		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		A Not Submitted	
	71643446	Jenny (Jen) Harris	12/07/2017 02:30PM	Test office for onpatient	David Prabhakaran		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		A Not Submitted	
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3. Once the desired list of claims is filtered, 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.

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4. Select the appropriate billing status from the drop-down menu and click on **Print**.

dr chrono				🛔 David Prabha		
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5. The HCFA forms for the list of claims displayed on the page will be exported to your message center.