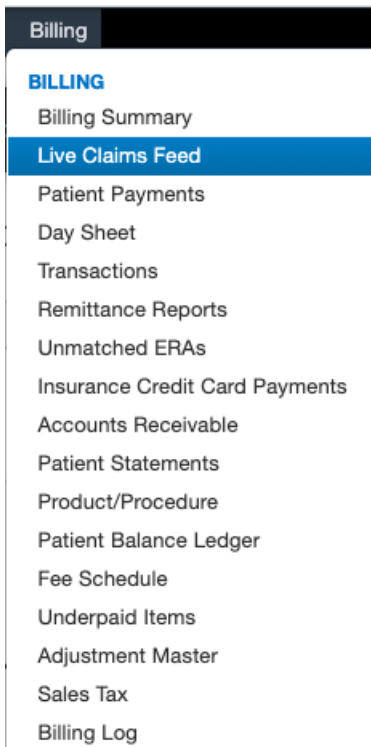


How to bulk print HCFA forms within DrChrono?

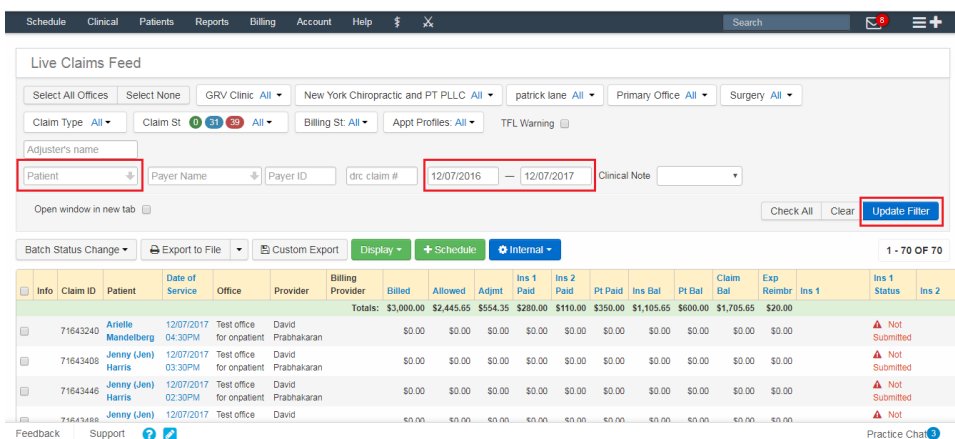
07/24/2024 5:05 pm EDT

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**.



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



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.

Live Claims Feed

Select All Offices: Select None GRV Clinic All New York Chiropractic and PT PLLC All patrick lane All Primary Office All Surgery All

Claim Type All Claim St All Billing St All Appt Profiles: All TFL Warning

Adjuster's name

Patient Payer Name Payer ID dr: claim # 12/07/2016 - 12/07/2017 Clinical Note

Open window in new tab

Check All Clear Update Filter

Batch Status Change Export to File Custom Export Display + Schedule Internal 1 - 70 OF 70

Info	Claim ID	Patient	Date of Service	Office	Provider	Billing Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Bal	Claim Bal	Exp Reimbr	Ins 1	Ins 1 Status	Ins 2	
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 Mandelst			David Prabhakaran		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		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		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		Not Submitted		
	71643468	Jenny (Jen)	12/07/2017	Test office	David		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Not Submitted		

Feedback Support Practice Chat

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

Print HCFA

And change billing status to

- Bill Insurance
- Balance Due
- Settled
- Internal Review
- Bill Insurance
- Bill Secondary Insurance
- Workers 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
- Ready to bill

Print

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