

How Do I Print a HCFA-1500 Form?

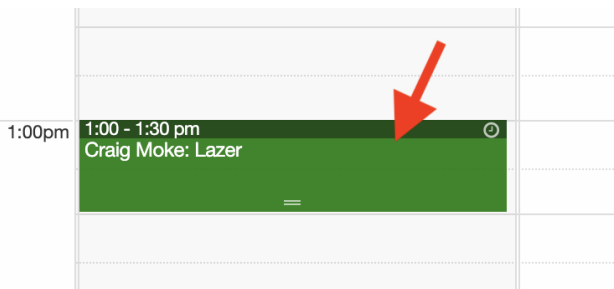
07/08/2024 7:38 pm EDT

There are two ways to print an HCFA-1500 form within DrChrono; through the appointment window and the Live Claims Feed. Let's take a look at both.

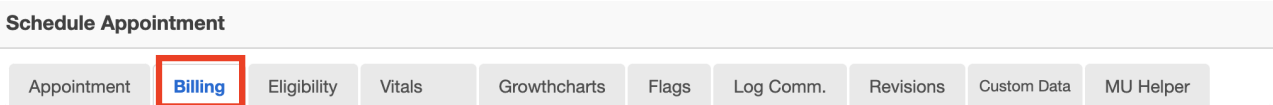
All patient data listed in this article is sample data. This is not a real person or real patient data.

First, through the appointment window.

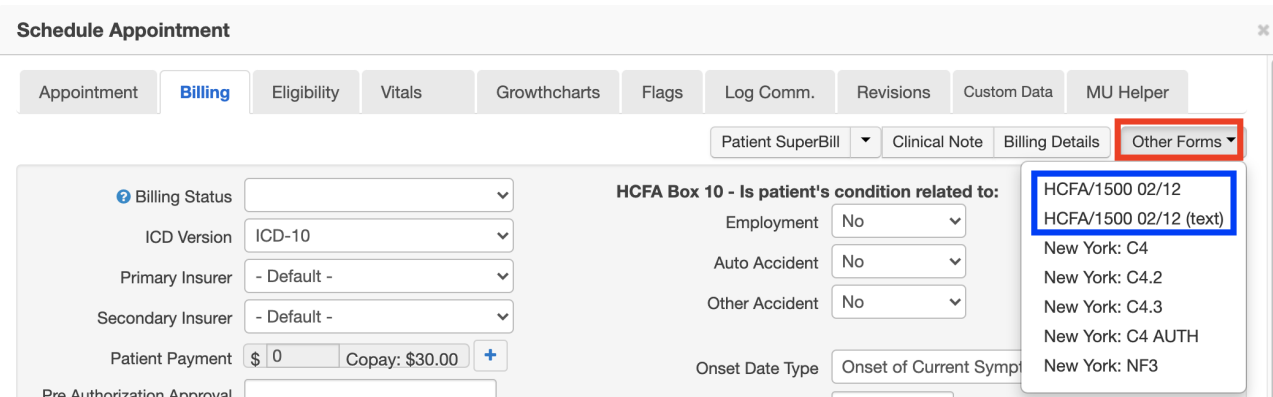
- Select the patient's appointment from your calendar.



- Select the **Billing** tab.



- Select **Other Forms** on the right of the screen. When you click on it, you will be given several options; 2 for HCFA-1500 forms.



- The top option, **HCFA/1500 02/12**, is the one you will want to use if you are printing on regular plain white paper, or are saving the form electronically.
- The second option, **HCFA/1500 02/12 (text)** is the one you will want to use if you have red, pre-lined HCFA form paper in your printer. This form will print just the text of the document that will line up and print in the appropriate box on the HCFA form.

Now, through the Live Claims Feed.

- Navigate to the Live Claims Feed by hovering over Billing and selecting 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

- Select your patient by entering their name or date of birth in the Patient field, entering the drc claim number, or updating the date range and identifying your patient by date of service.

Live Claims Feed

Select All Offices | Select None | C new office All | D Inpatient Hospital All | Primary Office All

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

Patient | Payer Name | Payer ID | drc claim # | 11/18/2023 - 12/18/2023 | Clinical Note

Open window in new tab | Exclude future follow-up dates

- Click on the date of service that corresponds with the HCFA you want to print/save.

<input type="checkbox"/>		159899854	Craig Moke	11/17/2020 03:00PM	Surgery Room
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- On the top right of the screen, you will see 2 options; HCFA/1500 and HCFA/1500 (text).

Craig Moke - 11/17/2020 Surgery Room [13] - Lazer		View Service	+ EOB	SuperBill	Clinical Note	Clone	HCFA/1500	HCFA/1500 (text)
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- The first, **HCFA/1500**, is the one you will want to use if you are printing on regular plain white paper, or are saving the form electronically.
- The second, **HCFA/1500 (text)** is the one you will want to use if you have red, pre-lined HCFA form paper in your printer. This form will print just the text of the document that will line up and print where it should be on the HCFA form.

Here is a [video](#) that will walk you through these steps.

