

Printing an institutional claim form - UB04

Last modified on 11/21/2025 3:01 pm EST

If you are set up for billing 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**
2. Press 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	Ins 1 Status	Ins 2	Ins 2 Status	F
						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		10/29/2015 12:00AM	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. If you do not see this option please contact [support](#).

– 10/29/2015

Institutional Claim ☒

4. Select UB04 text if you have the preprinted UB04 paper fed into the printer.

☒ UB04 (text)

5. Select UB04 if you are printing on plain white paper.

☒ UB04