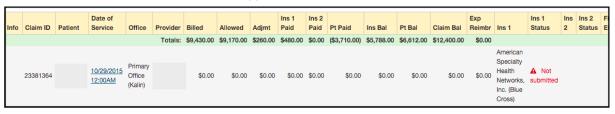
Printing an institutional claim form - UB04

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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.



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.



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



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

