

Printing an institutional claim form - UB04

Last modified on 03/19/2026 12:26 pm EDT

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](#).

The image shows a user interface element for selecting an institutional claim. It features a date field set to "10/29/2015" and a toggle switch labeled "Institutional Claim" which is currently turned "Yes".

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.

