

# Printing an institutional claim form - UB04

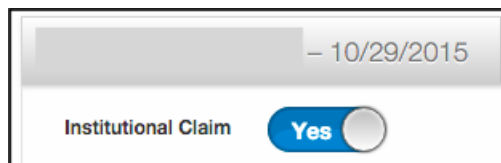
09/16/2024 9:46 am EDT

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. Click 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 Status	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 [DrChrono's customer success team](#)

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



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

