

How Do I Print Superbills Individually, for a Single Day or a Date Range?

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You can print superbills, aka itemized receipts, from a few different places, individually or in bulk for a day or date range.

1. Individually, you can print from either the appointment window or the billing details screen in the Live Claims Feed.
2. You can print them in bulk from the Live Claims Feed.

Printing Individually

1. In the appointment window on the **Billing** tab, press the **Patient Superbill** button to print.

Schedule Appointment

Appointment | **Billing** | Eligibility | Vitals | Growthcharts | Flags | Log Comm. | Revisions | Custom Data | MU Helper

Institutional Claim

Patient SuperBill | Clinical Note | Billing Details | Other Forms

Billing Status [dropdown]
ICD Version ICD-10 [dropdown]
Primary Insurer - Default - [dropdown]
Secondary Insurer - Default - [dropdown]
Patient Payment \$ 0 Copay: \$20 [+]
Pre Authorization Approval [text]
Referral # [text]
Payment Profile [dropdown]
Billing Profile [dropdown] [+]
Billing Pick List Choose Codes from Pick List
Diagnosis Pick List Choose Codes from Pt Problems

HCFA Box 10 - Is patient's condition related to:

Employment No [dropdown]
Auto Accident No [dropdown]
Other Accident No [dropdown]

Onset Date Type Onset of Current Symptoms [dropdown]
Onset Date [text]
Other Date Type - Other Date Type - [dropdown]
Other Date [text]

ICD-10 Codes Find Diagnosis codes [dropdown]
Code Description

NDC Codes Find NDC Codes [dropdown]
NDC Code Quantity Units Line Item

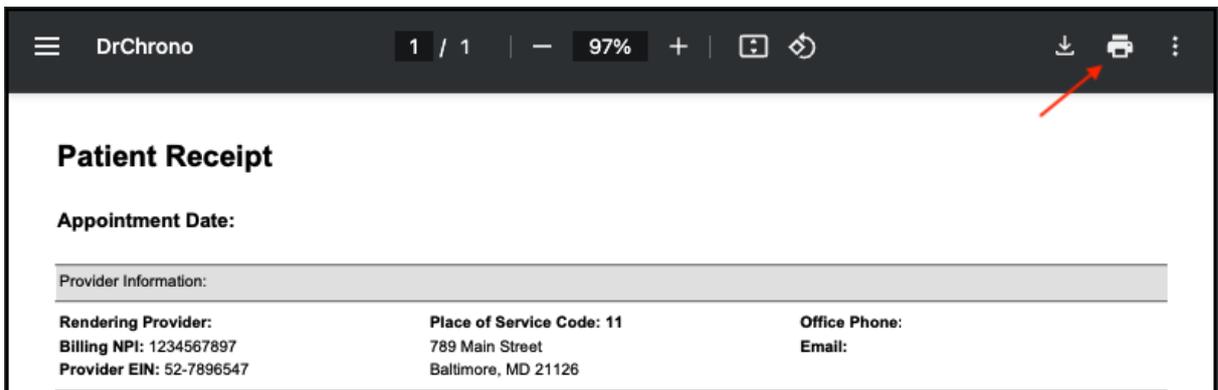
CPT and HCPCS Codes Find CPT/HCPCS codes [dropdown]
Type Code Description Price (\$)

Custom Codes Find Custom Procedure codes [dropdown]
Code Description Price (\$)

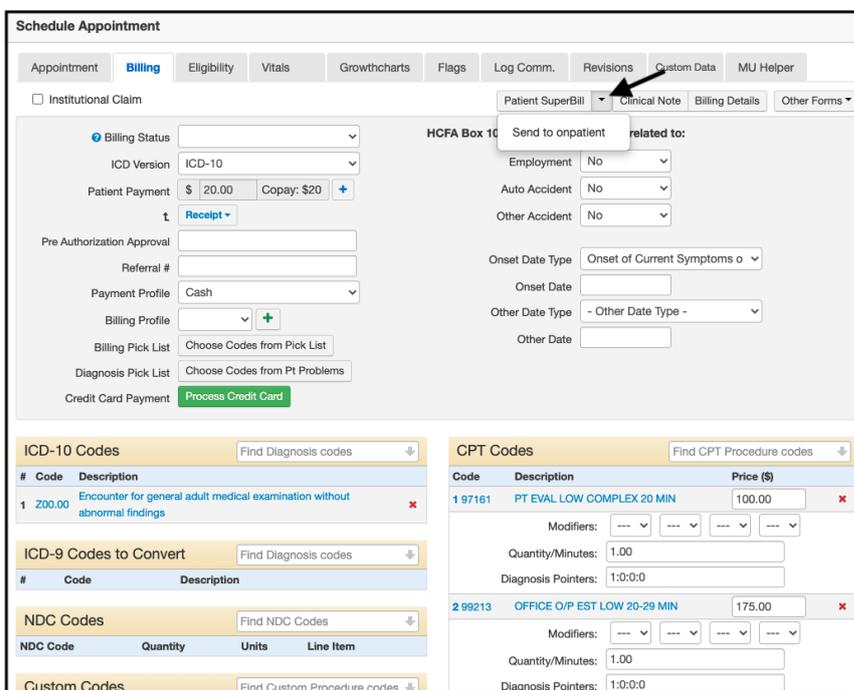
Include note in EDI Billing: Custom NTE EDI Billing Note (a.k.a. HCFA/CMS-1500 Line 19)

Delete Save & Close Save Cancel

2. Select the printer icon to print from your device.



3. If your patient is connected to OnPatient, you can also send the superbill to their OnPatient account. Press the arrow next to the **Patient Superbill** and select **Send to OnPatient**.



4. You can also print from the Billing Details screen in the Live Claims Feed. Go to **Billing > Live Claims Feed**.

5. Press the **Date of Service** for the appointment you would like to print the superbill for.

<input type="checkbox"/>	Info	Claim ID	Patient	Date of Service	Office
<input type="checkbox"/>		330869573	Jenny (Jen) Harris	11/19/2024 12:00AM	Primary Office
<input type="checkbox"/>		330866937	Jenny (Jen) Harris	11/18/2024 10:35AM	Primary Office
<input type="checkbox"/>		330853439	Tina Adams	11/18/2024 09:25AM	Primary Office

6. Press the **Superbill** button.

Jenny (Jen) Harris - 11/19/2024 Primary Office [11] - Exam 1	View Service	+ EOB	 SuperBill	Clinical Note	Clone	HCFA/1500	HCFA/1500 (text)	Print Screen
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All patient data listed in this article is sample data. This is not a real person or real patient data.

7. From here, you can press the printer icon to print from your device.

DrChrono
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Patient Receipt

Appointment Date:

Provider Information:

Rendering Provider:	Place of Service Code: 11	Office Phone:
Billing NPI: 1234567897	789 Main Street	Email:
Provider EIN: 52-7896547	Baltimore, MD 21126	

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Printing for a Single Day or Date Range

1. Hover over the **Billing** tab and select **Live Claims Feed**.
2. Using the various sorting options available in the Live Claims Feed, select the patient/group of patients. Enter the date range for the time frame you want to retrieve. You can also select under **Clinical Note** if you want to print superbills for only locked, unlocked, or both.

Live Claims Feed

Select All Offices Select None A nursing home All B Assisted Living All C new office All D Inpatient Hospital All patient statement remit address All

Primary Office All Primary Office All Telehealth All

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

Patient Payer Name Payer ID drc claim # 07/12/2020 - 08/12/2020 Clinical Note

Open window in new tab Check All Clear Update Filter

3. In the **Export to File** Dropdown, select **Print Superbill**.

Export to File

- Print HCFA
- Print HCFA (text)
- Print Superbill

4. You will then be prompted to choose to move the selected appointments to a new billing status or to leave them unchanged.

a. To leave it unchanged, just verify **not changed** in the window and press **Print**.

b. If you would like to move the selected appointments to a specific billing status, select it from the dropdown before selecting **Print**.

Print Superbill

And change billing status to -- Not Changed --

Print

- ✓ -- Not Changed --
- Paid In Full
- Balance Due
- Settled
- Internal Review
- Bill Insurance
- Bill Secondary Insurance
- Worker's Comp Claim
- Auto Accident Claim
- Durable Medical Equipment Claim
- Coding Clarification
- Ready to Bill
- Ready to Code
- Enrollment Pending
- Faxed/Mailed Appeal
- Payer Contact
- Patient Contact

5. Once you select **Print**, you will see this message in the top left of your screen. Your report will be generated and will be available in your message center when complete.

Exporting... When complete, you will see exported data in Message Center.

6. In the **Message Center** (envelope icon on the top right), you will have the option to save them as a PDF or print them.

