

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

09/16/2024 10:12 am EDT

You can print superbills, aka itemized receipts, from a few different places individually or in bulk for a day or date range. Individually you can print from either the appointment window or the billing details screen in the Live Claims Feed. You can print them in bulk from the Live Claims Feed.

## Printing Individually

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

**Schedule Appointment**

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

→ Patient SuperBill | Clinical Note | Billing Details | Other Forms

**Billing Status** [Dropdown]  
ICD Version: ICD-10  
Patient Payment: \$ 20.00 Copay: \$20 +  
Receipt [Dropdown]  
Pre Authorization Approval [Text]  
Referral # [Text]  
Payment Profile: Cash [Dropdown]  
Billing Profile [Dropdown] +  
Billing Pick List: Choose Codes from Pick List  
Diagnosis Pick List: Choose Codes from Pt Problems  
Credit Card Payment: Process Credit Card

**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	
1	Z00.00	Encounter for general adult medical examination without abnormal findings	x

**ICD-9 Codes to Convert** Find Diagnosis codes [Dropdown]

#	Code	Description
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**NDC Codes** Find NDC Codes [Dropdown]

NDC Code	Quantity	Units	Line Item
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**Custom Codes** Find Custom Procedure codes [Dropdown]

**CPT Codes** Find CPT Procedure codes [Dropdown]

Code	Description	Price (\$)	
1 97161	PT EVAL LOW COMPLEX 20 MIN	100.00	x
Modifiers: [Dropdown] [Dropdown] [Dropdown] [Dropdown]			
Quantity/Minutes: 1.00			
Diagnosis Pointers: 1:0:0:0			
2 99213	OFFICE O/P EST LOW 20-29 MIN	175.00	x
Modifiers: [Dropdown] [Dropdown] [Dropdown] [Dropdown]			
Quantity/Minutes: 1.00			
Diagnosis Pointers: 1:0:0:0			

2. From here you can click the printer icon to print from your device.

**Patient Receipt**

**Appointment Date:** Tue May 03, 2022 9:50AM

**Provider Information:**

**Test Facility:** Dr. James Smith  
**Billing NPI:** 1234567890  
**Provider EIN:** 123456789

**Place of Service Code: 11**  
 225 Schilling Circle  
 Hunt Valley, MD 21031

**Office Phone:** (443) 555-5555  
**Office Fax:** 301-555-5555  
**Email:** sample.provider@sample.com  
 http://www.drchrono.com

**Patient Information**

**Patient Name:** Laurie Sample  
**Date of Birth:** Dec. 8, 1990

**Patient Address:** 328 Gibraltar Dr Sunnyvale, CA 60005

**Patient Phone:** (650) 555-5555

**Insurer:** United HealthCare  
**Subscriber:** Laurie Sample  
**Group #:** ABC123  
**Member #:** 123456789

**Diagnosis:**

#	Date of Visit	Diagnosis Code
1	05/03/2022	Z00.00: Encounter for general adult medical examination without abnormal findings

**Treatment:**

Date of Service	Billing Code	Mods	Dx Ptrs	Qty	Fee	Dis	Total
05/03/2022	97161: PT EVAL LOW COMPLEX 20 MIN		1:0:0:0	1.00	\$100.00	\$0.00	\$100.00
05/03/2022	99213: OFFICE O/P EST LOW 20-29 MIN		1:0:0:0	1.00	\$175.00	\$0.00	\$175.00

All patient data listed in this article is sample data. This is not a real person or real patient data.

**Schedule Appointment**

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

Institutional Claim

**Billing Status:** [Dropdown]  
**ICD-10 Version:** ICD-10  
**Patient Payment:** \$ 20.00 Copay: \$20  
**Pre Authorization Approval:** [Text Field]  
**Referral #:** [Text Field]  
**Payment Profile:** Cash  
**Billing Profile:** [Dropdown]  
**Billing Pick List:** Choose Codes from Pick List  
**Diagnosis Pick List:** Choose Codes from Pt Problems  
**Credit Card Payment:** Process Credit Card

**HCFA Box 10 related to:**

**Employment:** No  
**Auto Accident:** No  
**Other Accident:** No  
**Onset Date Type:** Onset of Current Symptoms  
**Onset Date:** [Text Field]  
**Other Date Type:** - Other Date Type -  
**Other Date:** [Text Field]

**ICD-10 Codes** Find Diagnosis codes

#	Code	Description
1	Z00.00	Encounter for general adult medical examination without abnormal findings

**ICD-9 Codes to Convert** Find Diagnosis codes

#	Code	Description
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**NDC Codes** Find NDC Codes

NDC Code	Quantity	Units	Line Item
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**Custom Codes** Find Custom Procedure codes

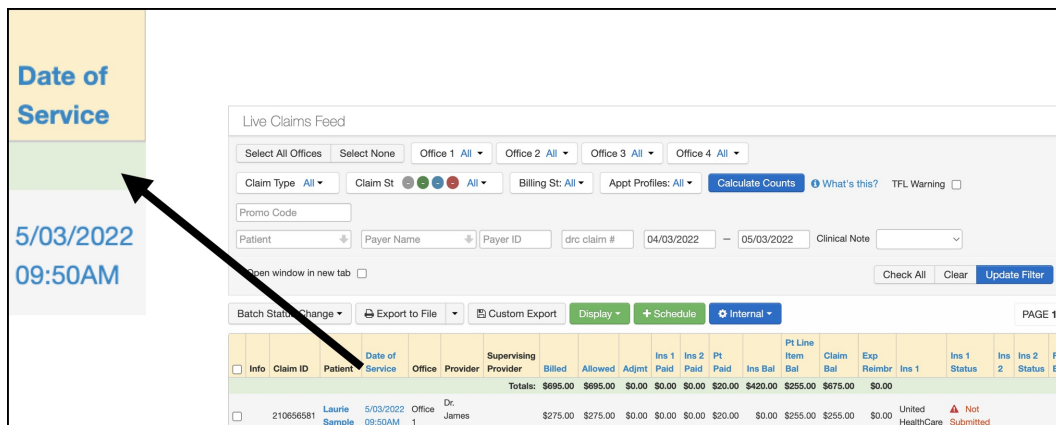
**CPT Codes** Find CPT Procedure codes

Code	Description	Price (\$)
1 97161	PT EVAL LOW COMPLEX 20 MIN	100.00
2 99213	OFFICE O/P EST LOW 20-29 MIN	175.00

3. If your patient is connected to OnPatient, you can also send the superbill to their OnPatient account. Click on 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. Click on the **Date of Service** for the appointment you would like to print the superbill for.



6. Click on the **Superbill** button.

Laurie Sample - 05/03/2022  
Office 1 [1] - Exam 1

View Service + EOB **SuperBill** Clinical Note Clone HCFA/1500 HCFA/1500 (text) Print Screen

**Billing Status** [Dropdown]  
**ICD Version** ICD-10 [Dropdown]  
**Supervising Provider:** - If different to provider - [Dropdown]  
**Pt Payment** \$ 20 Copay: \$20.00 +  
**Payment Profile** Cash [Dropdown]  
**Pt Payment Due** [Field]  
**Billing Profile** Select Profile [Dropdown] +  
**Billing Pick List** Choose from Pick List  
**Diagnosis Pick List** Choose from Pt Problems  
**Payer pre-auth #** [Field]  
**Do Not Transmit**  Do not transmit authorization number to payer  
**Referral #** [Field]

**Claim Type** Default [Dropdown]  
**Emergency Service** No [Dropdown]  
**Delay Reason** - Not Used - [Dropdown]  
**Acute Manifestation Date** [Field]  
**Onset Date** 431: Onse [Dropdown] [Field] (HCFA box 14)  
**Other Date** - Other Da [Dropdown] [Field] (HCFA box 15 & 19)  
**Is patient's condition related to**  
**Employment** No [Dropdown]  
**Auto Accident** No [Dropdown]  
**Other Accident** No [Dropdown]  
**EDI Billing Note**  (HCFA/CMS-1500 Line 19)  
**Providers** Ref. S. Doctor [Field] [Edit]

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

**Patient Receipt**

**Appointment Date:** Tue May 03, 2022 9:50AM

**Provider Information:**

<b>Test Facility</b> Dr. James Smith Billing NPI: 1234567890 Provider EIN: 123456789	<b>Place of Service Code: 11</b> 225 Schilling Circle Hunt Valley, MD 21031	<b>Office Phone:</b> (443) 555-5555 <b>Office Fax:</b> 301-555-5555 <b>Email:</b> sample.provider@sample.com http://www.drchrono.com
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**Patient Information**

<b>Patient Name:</b> Laurie Sample <b>Date of Birth:</b> Dec. 8, 1990	<b>Patient Address:</b> 328 Gibraltar Dr Sunnyvale, CA 60005	<b>Patient Phone:</b> (650) 555-5555
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**Insurer:** United HealthCare  
**Subscriber:** Laurie Sample  
**Group #:** ABC123  
**Member #:** 123456789

**Diagnosis:**

#	Date of Visit	Diagnosis Code
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**Treatment:**

Date of Service	Billing Code	Mods	Dx Ptrs	Qty	Fee	Dis	Total
05/03/2022	97161: PT EVAL LOW COMPLEX 20 MIN		1:0:0:0	1.00	\$100.00	\$0.00	\$100.00
05/03/2022	99213: OFFICE O/P EST LOW 20-29 MIN		1:0:0:0	1.00	\$175.00	\$0.00	\$175.00

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## Printing for a Single Day or Date Range

If you would like to print Superbills for a particular day or date range, please follow the steps outlined below.

1. Please 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

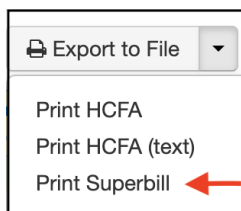
Claim St All | Billing St All | Appt Profiles: All | Calculate Counts | What's this? | TFL Warning

Patient  Payer Name  Payer ID  drc claim #  -  Clinical Note

Open window in new tab

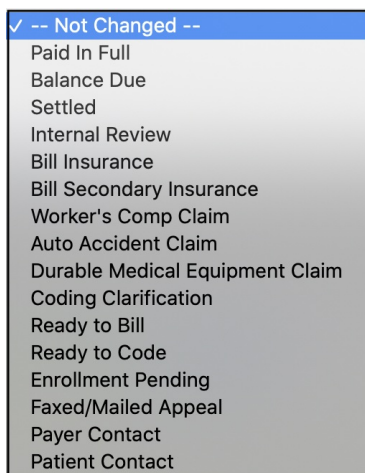
Check All | Clear | Update Filter

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

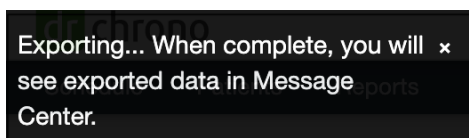


4. You will then be prompted to choose to move the selected appointments to a new billing status or to leave them unchanged.

- To leave it unchanged, just verify **not changed** is showing in the window and click **Print**.
- If you would like to move the selected appointments to a specific billing status, just select it from the dropdown before clicking **Print**.



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



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.

