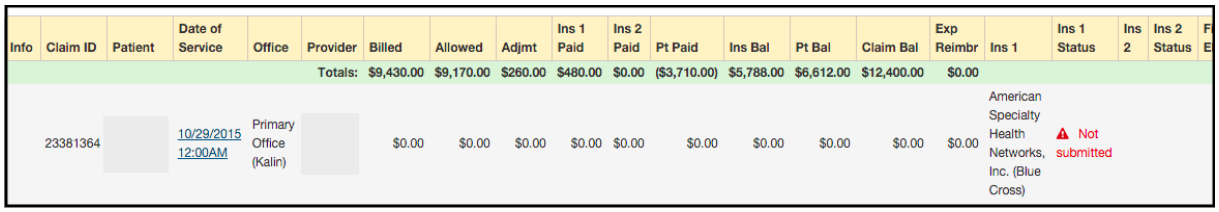
Printing UB04 Forms

Last modified on 09/28/2026 12:12 pm EDT

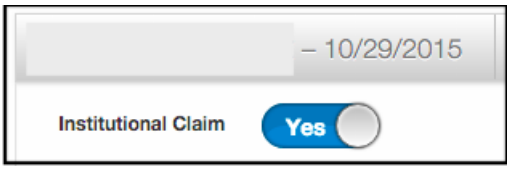
If you are set up to bill institutional claims, you can print UB04 / HCFA 1450 forms by following the steps below:

1. Hover over the **Billing** tab and select **Live Claims Feed**
2. Select 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
					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.



Here is a video that will walk you through the process of printing a UB04.