

Printing UB04 Forms

Last modified on 12/19/2024 11:27 am EST

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 | 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 | | | | | | | | | | | | | | | | | | |

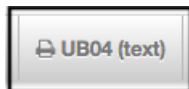
3. Check the switch box for **Institutional Claim** on the top left of the screen, just below the patient's name.

– 10/29/2015

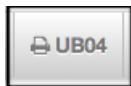
Institutional Claim Yes

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.