

How to bulk print HCFA forms within DrChrono?

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To bulk print HCFA forms within DrChrono, follow the instructions listed below:

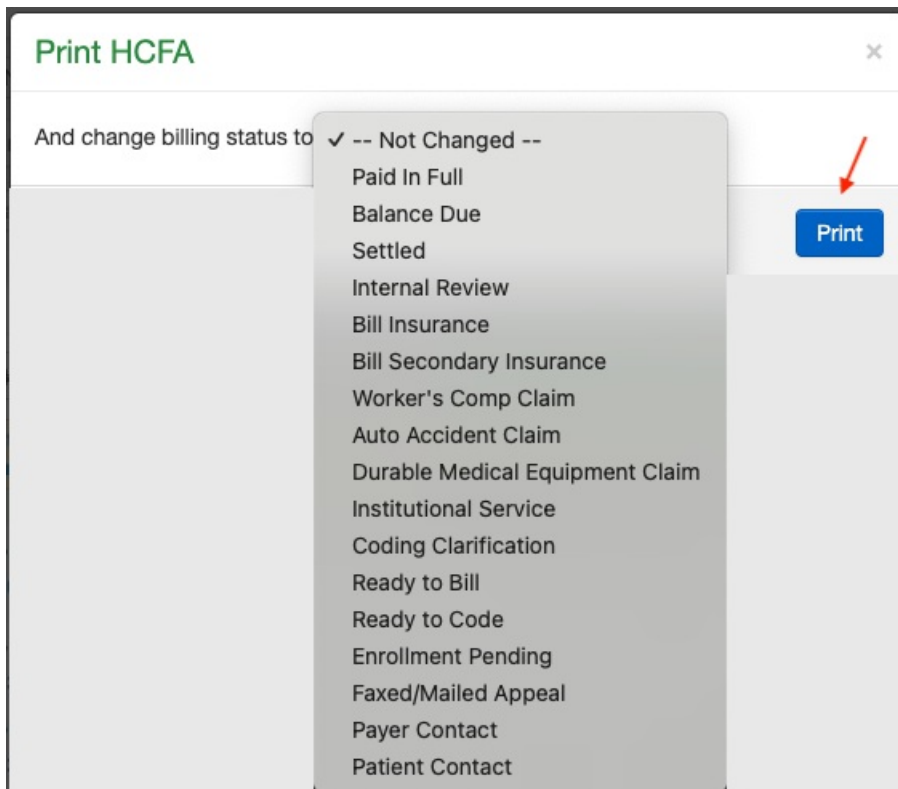
1. Navigate to **Billing > Live Claims Feed**.
2. Enter the date range or filter the claims for a specific patient for whom the HCFA forms are to be printed.

The screenshot shows the 'Live Claims Feed' interface. At the top, there are buttons for 'Select All Offices', 'Select None', and dropdown menus for 'C new office', 'Primary Office', and 'Test office', all set to 'All'. Below these are dropdowns for 'Claim Type', 'Claim St', 'Billing St', and 'Appt Profiles', all set to 'All'. A 'Calculate Counts' button and a 'TFL Warning' checkbox are also present. The search area includes fields for 'Patient', 'Payer Name', 'Payer ID', 'drc claim #', 'From', 'To', and 'Clinical Note'. Red arrows point to the 'Patient' dropdown, the 'From' and 'To' date fields, and the 'Update Filter' button. There are also checkboxes for 'Open window in new tab' and 'Exclude future follow-up dates', and buttons for 'Check All', 'Clear', and 'Update Filter'.

3. Once the desired list of claims is filtered, select **Export to file** and select **Print HCFA** or **Print HCFA(text)**.
 - a. Note - Print HCFA should be used when you have plain, white paper in your printer. Print HCFA (text) should be used when you have the pre-printed HCFA paper loaded into your printer. The text option will print only the text for the appropriate boxes, without printing the box outlines themselves.

This screenshot shows the 'Live Claims Feed' interface with the 'Export to File' dropdown menu open. The menu options are 'Print HCFA', 'Print HCFA (text)', and 'Print Superbill'. A red arrow points to the 'Export to File' dropdown. Below the menu, there is a table with columns for 'Supervising Provider', 'Billing Provider', 'Billed', 'Allowed', 'Adjmt', 'Ins 1 Paid', 'Ins 2 Paid', 'Pt Paid', 'Ins Bal', 'Pt Line Item Bal', 'Claim Bal', 'Exp Reimbr', 'Ins 1', 'Ins 1 Status', 'Ins 2', and 'Ins 2 Status'. The table shows a total of \$4,800.00 for 'Billed' and 'Allowed' amounts. The 'Export to File' dropdown is also highlighted with a red arrow.

4. Select the appropriate billing status from the drop-down menu and select **Print**.



4. The HCFA forms for the list of claims displayed on the page will be exported to your message center.
