

# How to bulk print HCFA forms within DrChrono?

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In order to bulk print HCFA forms within DrChrono, please follow the instructions listed below:

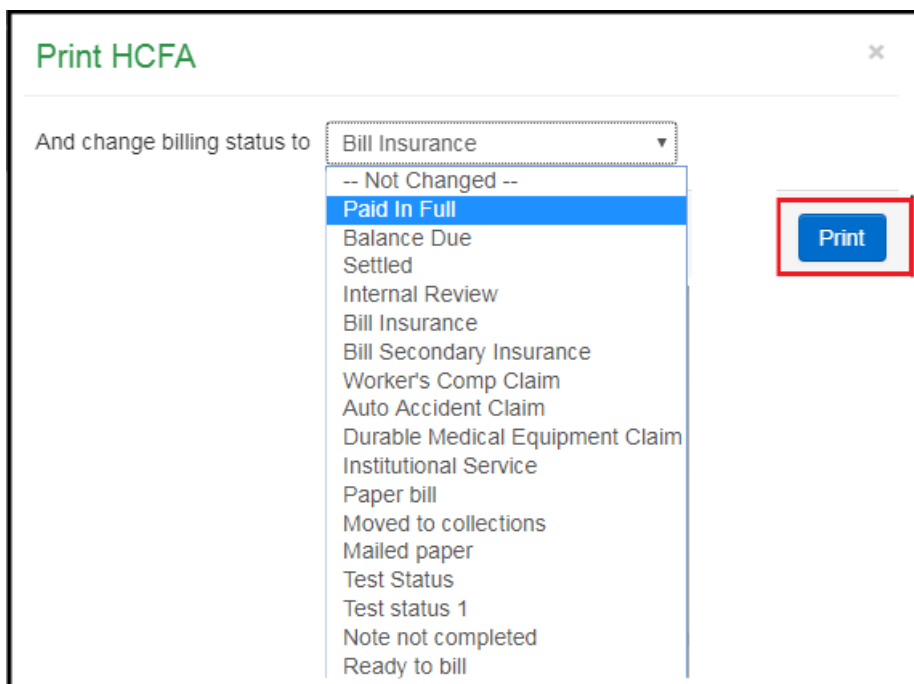
1. Navigate to the **Billing** tab and click on the **Live Claims Feed**.
2. Enter the date range or filter the claims for a specific patient for whom the HCFA forms are to be printed.

The screenshot shows the 'Live Claims Feed' interface. At the top, there are several filter dropdowns for offices and services. Below these, there are filters for Claim Type, Claim St, Billing St, and Appt Profiles. A date range filter is set to '12/07/2016' to '12/07/2017', which is highlighted with a red box. To the right of the date range, there is a 'Clinical Note' dropdown. Below the filters, there are buttons for 'Check All', 'Clear', and 'Update Filter', with 'Update Filter' also highlighted in a red box. At the bottom of the filter section, there are buttons for 'Batch Status Change', 'Export to File', 'Custom Export', 'Display', '+ Schedule', and 'Internal'. A table of claims is visible below, with columns for Claim ID, Patient, Date of Service, Office, Provider, Billing Provider, Billed, Allowed, Adjmt, Ins 1 Paid, Ins 2 Paid, Pt Paid, Ins Bal, Pt Bal, Claim Bal, Exp Reimbr, Ins 1, and Ins 2. The table shows several claims with a status of 'Not Submitted'.

3. Once the desired list of claims is filtered, click on **Export to file** and select **Print HCFA** or **Print HCFA(text)**.
  - 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.

The screenshot shows the 'Live Claims Feed' interface with the 'Export to File' dropdown menu open. A red arrow points to the 'Print HCFA' and 'Print HCFA (text)' options. The 'Print HCFA' option is highlighted in blue. The 'Print HCFA (text)' option is also visible. The 'Print Superbill' and 'Export EDI 837p' options are also visible in the dropdown menu. The table of claims is visible below, with columns for Claim ID, Patient, Date of Service, Office, Provider, Billing Provider, Billed, Allowed, Adjmt, Ins 1 Paid, Ins 2 Paid, Pt Paid, Ins Bal, Pt Bal, Claim Bal, Exp Reimbr, Ins 1, and Ins 2. The table shows several claims with a status of 'Not Submitted'.

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



The screenshot shows a window titled "Print HCFA" with a close button (X) in the top right corner. Below the title bar, the text "And change billing status to" is followed by a dropdown menu. The dropdown menu is currently open, displaying a list of billing status options. The first option is "Bill Insurance", which is currently selected in the dropdown. Below it is "-- Not Changed --", followed by "Paid In Full" (which is highlighted in blue), "Balance Due", "Settled", "Internal Review", "Bill Insurance", "Bill Secondary Insurance", "Worker's Comp Claim", "Auto Accident Claim", "Durable Medical Equipment Claim", "Institutional Service", "Paper bill", "Moved to collections", "Mailed paper", "Test Status", "Test status 1", "Note not completed", and "Ready to bill". To the right of the dropdown menu is a blue button labeled "Print", which is highlighted with a red rectangular box.

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

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