

Search Claims to Print

† Modified on 07/01/2024 1:15 pm EDT


Claims will only appear on this screen if they are in the status "**User Print and Mail to [Payer]**". For more information on how to set claims status, please visit our [Claim Help Article](#).

Follow the steps below to search for and print claims.

1. Select **Claim > Claim Batch Print**.

2. Enter your **Search Criteria** or [Load a Search Filter](#).

1. Use the **Claim Form** drop-down menu to select the claim form to search and print for.

 Printed copies of the CMS-1500 or the UB-04 **With Form** options should not be used for the submission of claims. They must be submitted in the official forms since the copy will not accurately replicate the scale and OCR (in Flint OCR Red, J6983) color of the form as directed by the CMS and the payers. Each Print will count as a 1/2 claim transaction.


2. Use the **Claim Date Entered** option to select the date the claim was entered.

3. Use the **Claim Date of Service** option to select the date of services rendered.

4. Use the **following drop-down menus** to filter your claims by: Practice, Provider, Facilities, Office Location, Current Payer, Payer Priority, Claim Amount.

3. Click the **Search** button.

4. **Optional:** Click on the  icon to edit your search filters.

 Sort your search results. Visit our [Reorder Table Columns Help Article](#) for detailed steps on how to hide, rearrange or add header columns.

5. You are able to interact with the search results by right-clicking on a row.

1. **Copy:** Copies the patient's information to your clipboard.



2. **Open Patient:** Opens the selected patient's record within the patient screen.

3. **Open Claim:** Opens the selected claim in the Claim Section.

6. Use the **checkbox(es)** found in the first column to select claims you would like to print.

1. The **Print** button will print the selected claims in the order they appear on the screen.

1. If at least one claim is set to print to the secondary or tertiary payers, you have an additional option to select "**Print EOBs and Claims**" and print both for the selected claim(s).

 Once printed the checkbox will be replaced by a printer  symbol that will mark it as "printed." One or more claims previously printed can be reprinted by right-clicking on the print icon.

2. The **Test Print** button is used to calibrate your printer to ensure your claims are printed correctly. If your claim is printing off-centered. You may need to edit your Claim Print Margins found on the [Claim Settings Screen](#).
3. The **Show Preview** button will give you a preview of the claims you wish to print. Any errors you find can be corrected by returning to the [Claim Screen](#).

7. Click **Close**.
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