Print a Paper Claim

Last Modified on 07/12/2023 9:03 am EDT

> **Path: File > Claims Processing > Invoicing > Print Bills**

About

After Services are converted into billable Line Items, they can be printed on paper if necessary. In order for the Line Item to be recognized as ready to be printed, the Print Status must be a status other than "N" (No). The Insurance Payer also needs to be set up with a paper claim format, see **Add an Insurance Payer** for more details.

> ! **Note**: In order to print a paper claim, you must be set up on **NextStep Parallels Client**. Please see the **NSS Parallels Installation on a Workstation** article for more information.

Print Bills Form

1. Navigate to the Print Bills Form, by following the path above.

> 📌 **Note**: If you need to print an institutional UB04, navigate to **File > Claims Processing > Invoicing > UB04 Print Bills**.

2. Use the **Employee # For Signature** drop-down to select the Billing Provider you'd like to print for.
3. Use the **Format Type** drop-down to select the print format.
4. In **Print Client Invoices** fields, type in a case number or case number range.
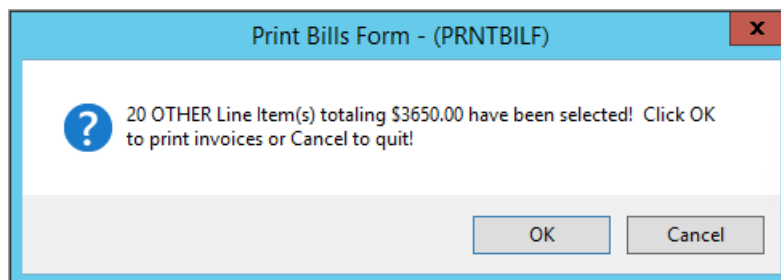
> 📌 **Note**: If you click into the first empty box and press **tab** on your keyboard, the first box auto-fills with "1", and the second box auto-fills with "ZZZZZZZZZZZZZ". This will print every single case with a Print Status other than "N" for your search criteria.

5. Fill in any other fields as necessary for your Agency workflow or this particular print batch.
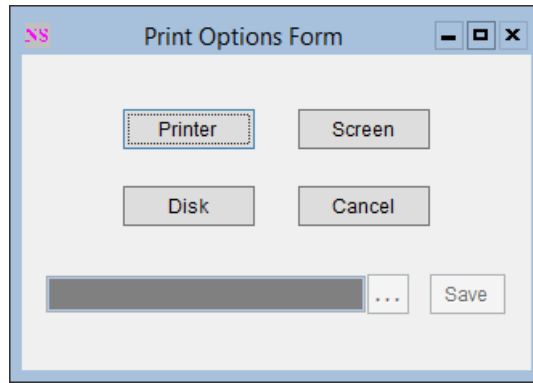6. Click the **Process** button.

> 📌 **Note**: If you are in the Print Bills Form to print **UBs** (which required you to navigate to UB04 Print Bills in step 1), click the **Print button** > **Report to Printer radio button** > **Continue button** to print.

7. Review the Line Item print summary window, and click **OK**.

Print Bills Form - (PRNTBILF)

20 OTHER Line Item(s) totaling $3650.00 have been selected! Click OK to print invoices or Cancel to quit!

OK   Cancel

8. In the Print Options Form, click the **Printer** button to print.

Note: The other options available in the Print Options Form are:

- **Screen**: Allows you to preview before printing.
- **Cancel**: Exits the screen.
- **Disk:** Allows you to save to a file on your computer or network. After clicking the Disk button, select the ellipses button to select the output destination.