

Next Step... Now

Print a Paper Claim

Last Modified on 03/18/2026 10:47 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.

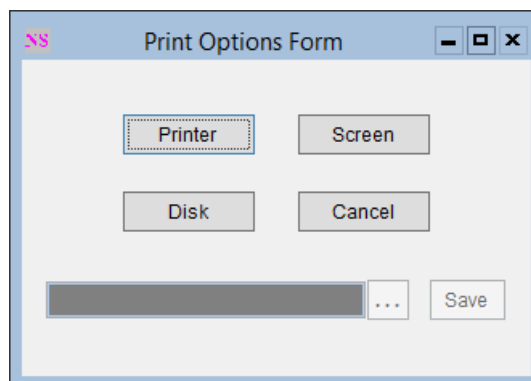
Print Bills Form

1. Navigate to the Print Bills Form, by following the path above.
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 presst**ab** on your keyboard, the first box auto-fills with "1", and the second box auto-fills with "ZZZZZZZZZZ". 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.
7. Review the Line Item print summary window, and click**OK**.
8. In the Print Options Form, click the**Disk** button. After clicking the Disk button, select the ellipses button to select the output destination.



9. Follow this article to download your saved file from [Parallels:Uploading or Downloading Documents, Reports, or Files Using Parallels](#)
10. Lastly, after your download has been successfully printed, go back to the Print Bills Form and check the box for**Update Billing Status Only** then click Process to switch the Print Status to "N".

