

Bulk Change Print Status

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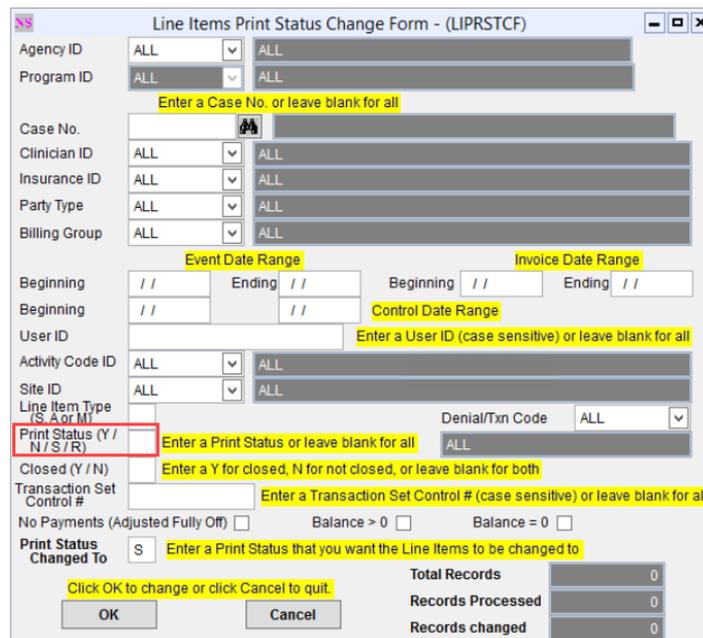
Path: File > Billing > Line Items Print Status Change Form

About

On occasion you may find yourself needing to update the Print Status for a number of Line Items at once, to resend them in an 837 file or re-print them. Another example where you may need to bulk update the Print Status is if you don't necessarily need to send a claim out of the Billing Engine, such as if Line Items are funded by a grant. To read more about Print Statuses and their descriptions click [here](#).

Bulk Change Print Status of Line Items

1. Navigate to the Line Items Print Status Change Form by following the path above.
2. Use the filters to narrow down your search.
3. In the **Print Status (Y / N / S / R)** field, enter the Print Status you want to change from. For example, if you want to refile a set of Line Items that were already sent or printed, search for Print Status N in this field.



The screenshot shows the 'Line Items Print Status Change Form - (LIPRSTCF)' with the following fields and values:

- Agency ID: ALL
- Program ID: ALL
- Case No.: [Empty]
- Clinician ID: ALL
- Insurance ID: ALL
- Party Type: ALL
- Billing Group: ALL
- Event Date Range: Beginning // Ending //
- Invoice Date Range: Beginning // Ending //
- User ID: [Empty]
- Activity Code ID: ALL
- Site ID: ALL
- Line Item Type (S, A, P, M): [Empty]
- Denial/Txn Code: ALL
- Print Status (Y / N / S / R): **S** (highlighted with a red box)
- Closed (Y / N): [Empty]
- Transaction Set Control #: [Empty]
- No Payments (Adjusted Fully Off):
- Balance > 0:
- Balance = 0:
- Print Status Changed To: S
- Total Records: 0
- Records Processed: 0
- Records changed: 0

4. In the **Print Status Changed To** field enter the Print Status you want to change the Line Items to.

Line Items Print Status Change Form - (LIPRSTCF)

Agency ID ALL ALL
 Program ID ALL ALL
 Case No. Enter a Case No. or leave blank for all
 Clinician ID ALL ALL
 Insurance ID ALL ALL
 Party Type ALL ALL
 Billing Group ALL ALL

Event Date Range Invoice Date Range
 Beginning // Ending // Beginning // Ending //
 Beginning // // Control Date Range

User ID Enter a User ID (case sensitive) or leave blank for all
 Activity Code ID ALL ALL
 Site ID ALL ALL
 Line Item Type (S, A or M) Denial/Txn Code ALL
 Print Status (Y / N / S / R) Enter a Print Status or leave blank for all ALL
 Closed (Y / N) Enter a Y for closed, N for not closed, or leave blank for both
 Transaction Set Control # Enter a Transaction Set Control # (case sensitive) or leave blank for all

No Payments (Adjusted Fully Off) Balance > 0 Balance = 0

Print Status Changed To Enter a Print Status that you want the Line Items to be changed to

Click OK to change or click Cancel to quit.

OK Cancel

Total Records 0
 Records Processed 0
 Records changed 0

5. Click the **OK** button.
6. A window is displayed, "The system found # of records to change. Please Click Yes to continue or No to Cancel." Click the **Yes** button.
7. A window is displayed, "Process Complete!" Click the **OK** button.

 **Note:** You can navigate back to the Line Items List to see that the Print Status has been updated for the Line Items associated with your search criteria.