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How to run the HCFA1500 Claim Forms.

- 1) From the main menu pick {Claims}. If the Sort, Forward, Print and Clear menu selections are gray then the HCFA1500 table is empty.
- 2) Pick {Run} to run the forms. Pick "All Primary Claims" and the system will run through the Claims table and create a claim form for the status 1 claims and put them in the HCFA1500 table. When it is finished it will return to the menu, show how many claims for how many dollars created, and leave you sitting on the {Sort} menu selection.
- 3) If you pick {Sort} it will order the claims by insurance company (recommended), Patient, or claim number.
- 4) If you pick {View} you can look at and edit the claims that are in the HCFA1500 table. You can exclude a claim from ECS by erasing (backspacing or ctrl-backspacing) the ECS field at the top of page 1. You can delete a claim here also by pressing the Del key. Be careful! If you delete a claim here its status has been marked 2 and it will not print or go electronically!
- 5) Now pick {Forward}. This takes the ECS claims out of the HCFA1500 table and puts them into a table that is waiting to be converted into the actual electronic claims. If all the providers in your system DO NOT transmit together you will be asked to pick the provider you wish to transmit.
- 6) Now pick {Electronic} then {Transmit} this will take the forwarded ECS Claims and create the actual electronic claims and list them by electronic receiver on the printer.
- 7) Look at the report from step six. If you see any errors listed here you must: investigate them, return to the appropriate desktop to fix the claim(s) with errors, remark them as status 1 and re-run those claims in order to bill them! Note that if there are no claims in this batch for a given carrier then you do not need to send to that carrier in step 8.
- 8) Now pick the first party to transmit to and follow the instructions on the screen to telecommunicate the electronic claims to that carrier.

9) Return to step 8 above until all claims have been transmitted. When they have all been transmitted pick {Quit}.

10) If all of the providers in your system transmit together, proceed to step 11 otherwise, return to step 5 and Forward and Transmit all claims for the next provider. Keep repeating steps 5, 6, 7, 8 and 9 until all claims for all providers have been forward and transmitted.

At this point the claims remaining in the HCFA1500 table are paper claims.

11) Mount the claim forms in the printer.

12) From the Claims menu pick {Print}. Then pick {Printer} then {Range}, Beginning Page Number 1, Ending Page Number 1.

13) If the claim is aligned correctly then proceed to step 14 otherwise align the paper and return to step 12.

14) From the Claims menu pick {Print}. Then pick {Printer} then pick {Range}, Beginning Page Number 2, Ending Page Number just tap enter. This will print out all the paper claims.

15) Look at the forms, if they all printed correctly proceed to step 16 otherwise return to step 11 and substitute number of the form you want to start with (which prints in the lower left) for the beginning page number.

At this point all claims have either been electronically forwarded or printed on a paper claim form.

16) Pick {Clear} from the claims menu to empty the HCFA1500 table. The Sort, Forward, Print and Clear menu selections will again be gray because the table is empty.