

### Important Content Update Message

We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**

# Print Batch Superbills

Last Modified on 02/04/2021 12:22 pm EST

Version 14.19

**Path: Tools tab > OP Reports**

## Overview

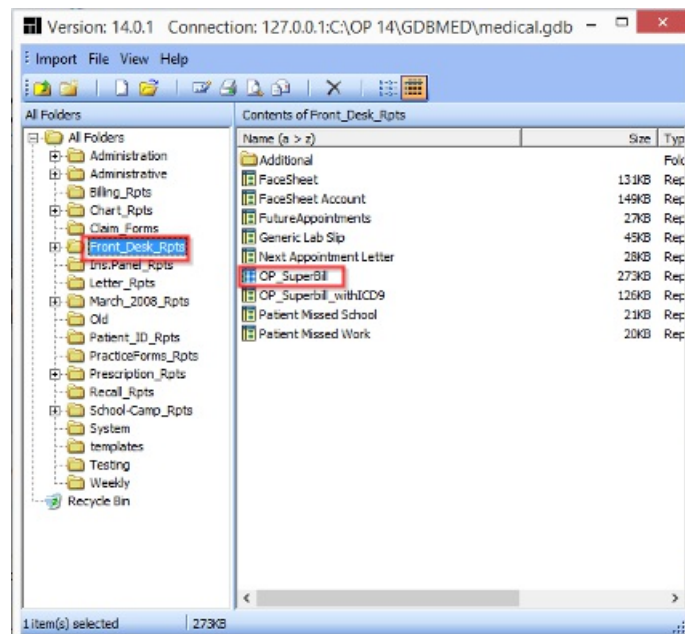
In this article, you will learn how to print batch superbills. When the office is preparing for the next day, most offices are used to the old fashion way of pulling the patient's chart and prepping the chart for the following day's visit; or offices will prepare encounter forms for patient's that are scheduled on the providers calendar. In Office Practicum, if it is necessary to print encounter forms, this function can be done in a few simple clicks.

1. Click the **Tools** tab.
2. Click the **OP Reports** button.
3. Log into OP reports - enter your username and password.

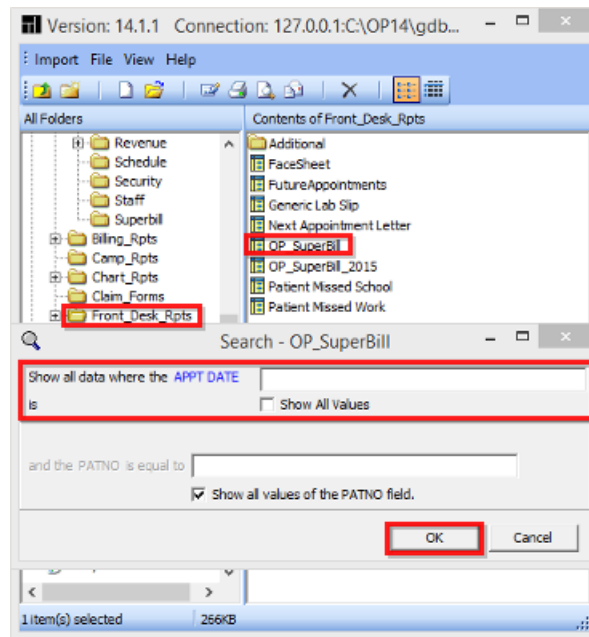


**Note:** Use the same login that you use to log in to Office Practicum.

4. Click the **Front Desk Reports Folder** in the All Folders section
5. Double-click **OP\_Superbill** in the right section.



6. Enter the date (2/17/2017) and verify that **Show all values of the PATNO field** is selected.



7. A print preview image of superbills ready to print is displayed. When ready, click the **Print** button in the upper left hand corner. When printing is complete, click the **Close** button. This closes the print preview form. If you are done with OP reports, click the **Exit** button in the upper-right corner to close OP reports.

Version 14.10

## Path: Tools menu > OP Reports

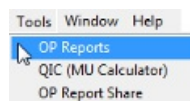
### Overview

This page will instruct you on printing batch superbills. When the office is preparing for the next day, most offices are used to the old fashion way of pulling the patient's chart and prepping the chart for the following day's visit; or offices will prepare encounter forms for patient's that are scheduled on the providers calendar. In Office Practicum, if it is necessary to print encounter forms, this function can be done in a few simple clicks.


1. Click on **Tools** on the Menu bar.



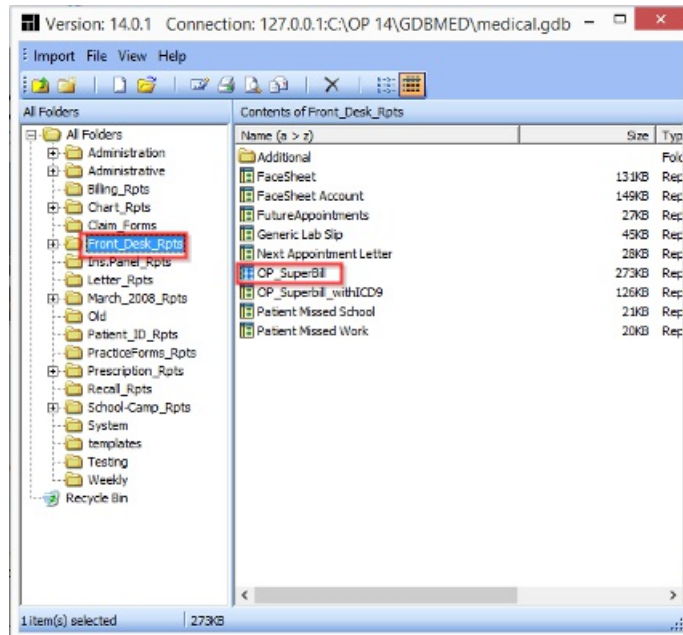
2. Click on **OP Reports** option from the dropdown menu.



3. Log into OP reports.

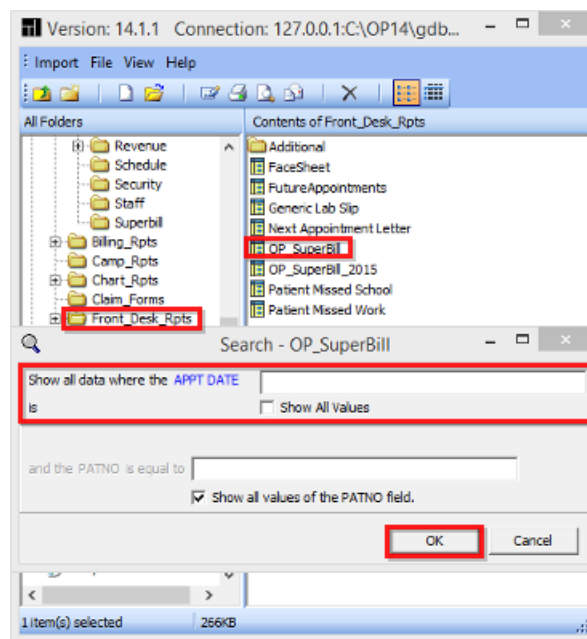
 This will be the same log in that the user uses to log into Office Practicum.

4. Click on the Front Desk Folder.
5. Double-click on the **OP\_Superbill**.






### OP Reports: OP Superbill

6. Enter in the date (2/17/2017) and verify that **Show all values of the PATNO field** has a checkmark.



### OP Reports: Batch Superbill Print

7. A print preview image of superbills ready to print will appear. When ready, click on the **Print** button  in the upper left hand corner. When printing is complete, click the **Close** button . This will close the print preview form. If user is done in OP reports, click the **Exit** button  in the upper-right corner to close OP reports.