Important Content Update Message
We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Batch Print CMS-1500 Forms

Last Modified on 11/19/2019 4:11 pm EST

Version 14.19

Overview

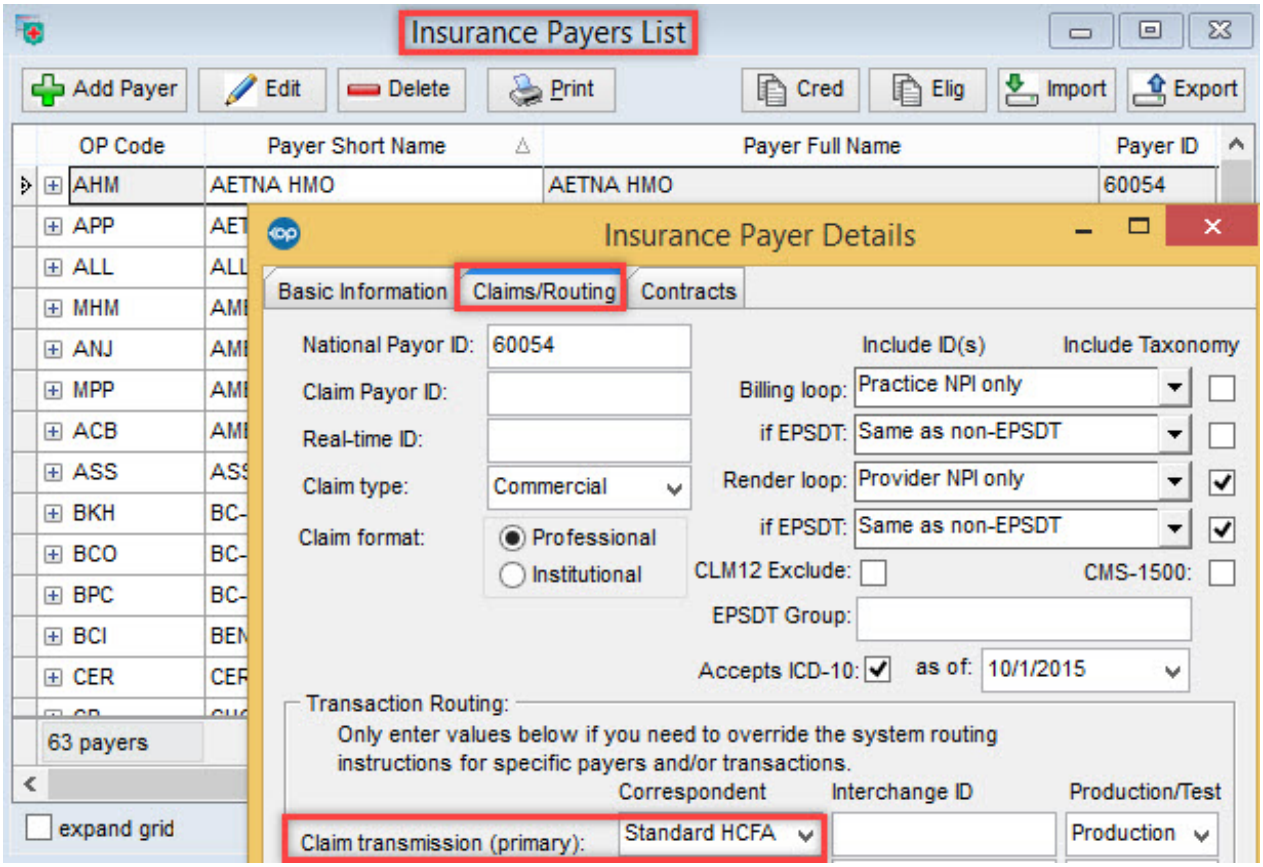
Any claims that are to be dropped to a CMS-1500 form should have that indicated on the Payer Setup table.

Note: All queued claims assigned to insurance payers setup for CMS-1500 printing will print.

Utilities > Manage Practice > Insurance Payers

Set CMS-1500 Based Payers

1. Click on payer to highlight.
2. Click the **Edit** button .
3. Click on the **Claims Routing** tab.
4. Under **Primary Claims Transmission** select **Standard HCFA**.
5. Click **Save** to exit.



Batch Print CMS-1500 Forms

1. Click the **Billing** button to open the e-Billing center.
2. Click the **Transmit Queue** tab .
3. Click the **CMS 1500** button .
4. Click the **Yes** button when prompted '**Print paper claims for HCFA-based insurance payers**?"

> **Note**: Any Claims sitting the Transmit Queue that are set to drop to a CMS-1500 form will be dropped to paper.

Version 14.10

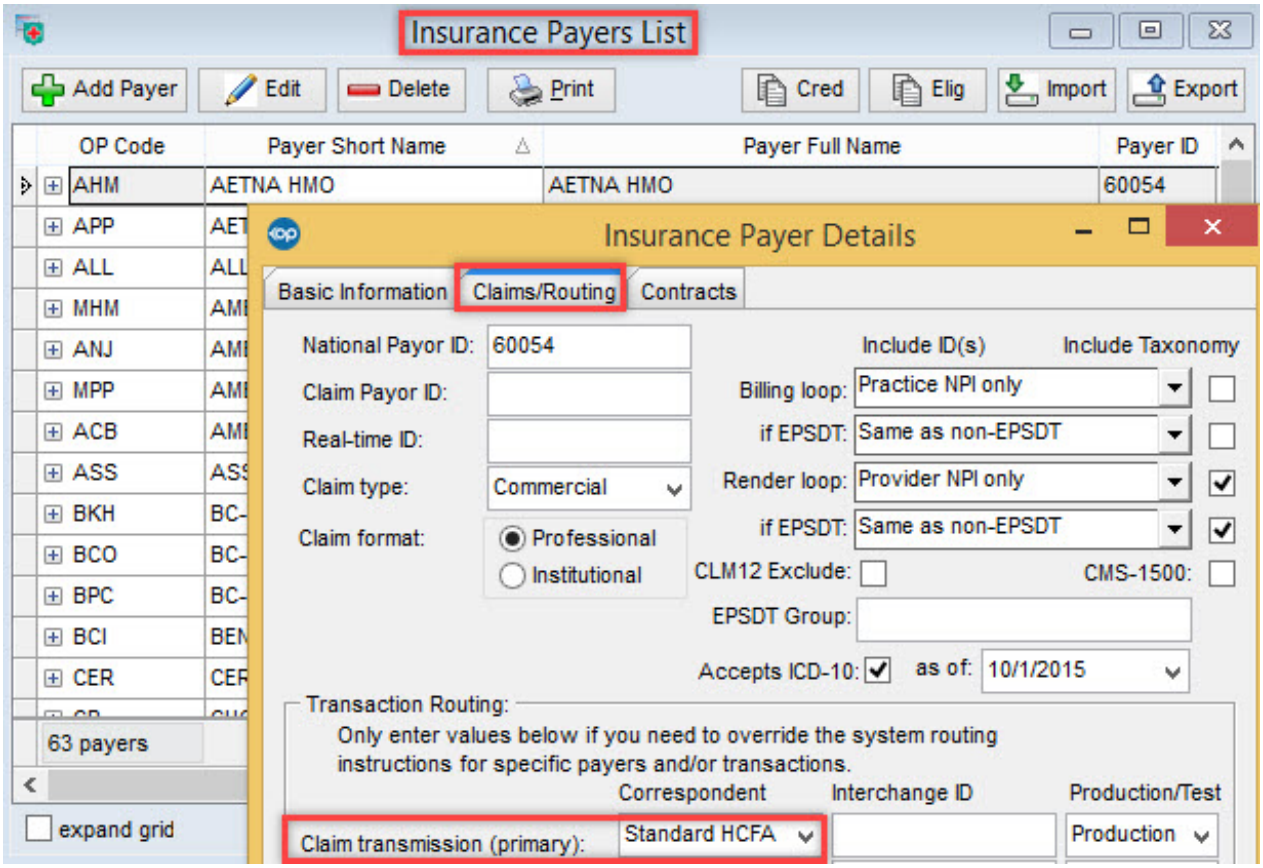
Overview

Any claims that are to be dropped to a CMS-1500 form should have that indicated on the Payer Setup table.

> All **queued** claims assigned to insurance payers setup for CMS-1500 printing will print.
> **Utilities > Manage Practice > Insurance Payers**

Set CMS-1500 Based Payers

1. Click on payer to highlight.
2. Click the **Edit** button .
3. Click on the **Claims Routing** tab.
4. Under **Primary Claims Transmission** select **Standard HCFA**.
5. Click **Save** to exit.



Batch Print CMS-1500 Forms

1. Click on the **Billing** button Billing to open the e-Billing center.
2. Click on the **Transmit Queue** tab Transmit Queue .
3. Click on the **CMS 1500** button CMS 1500 .
4. Click **Yes** when prompted "**Print paper claims for HCFA-based insurance payers**?"

> **Note**: Any claims sitting the Transmit Queue that are set to drop to a CMS-1500 form will be dropped to paper.