Printing a Claim Image to PDF
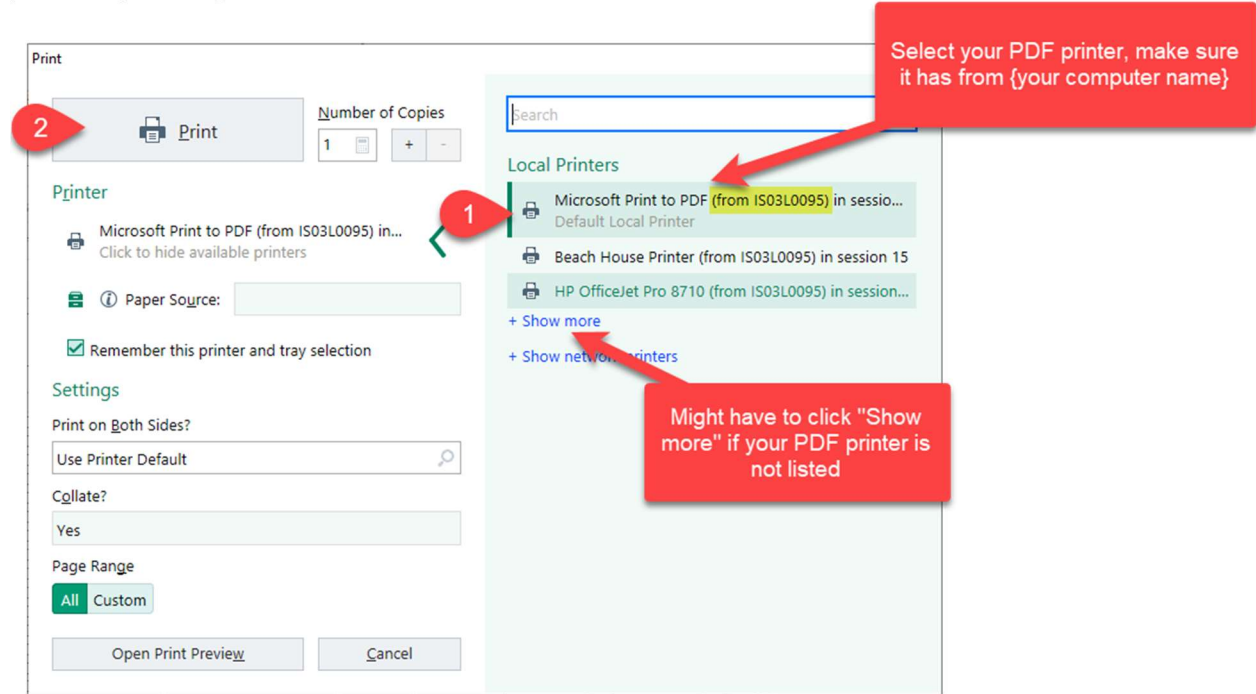
Within your Hospital Account, Click on the Liability Buckets tab, then select your claim and view claim.

Click on the Paper Image tab and then right click on the claim image and select Print

Select your PDF printer, make sure it has "From" and your computer name list. If you do not see a PDF printer, try looking under Show More. Then Click Print

The computer might take a few seconds to process, but you will be prompted to save the PDF image to your computer. Select your file location, give the document a name, and click Save.

***Remember you are saving off PHI information, make sure the file location is secure and delete the document once you are finished.