

# EpicEdge Tips & Tricks

## Printing a Claim Image to PDF

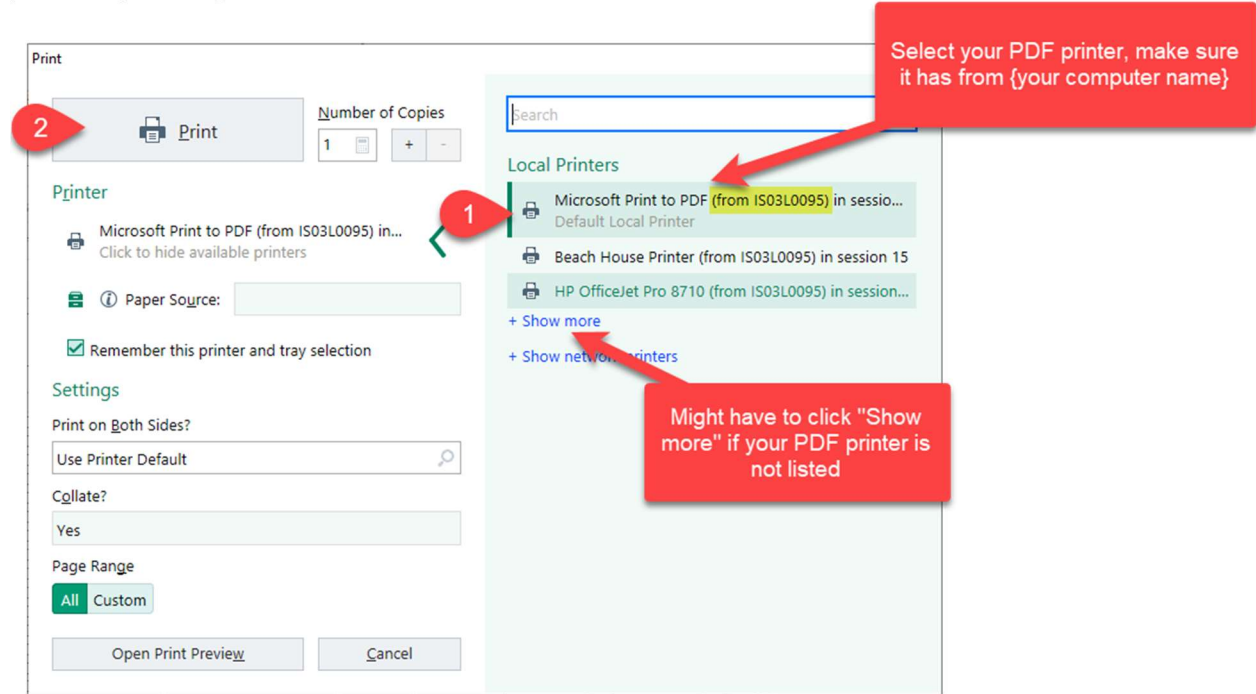
Within your Hospital Account, Click on the Liability Buckets tab, then select your claim and view claim.

The screenshot shows the Epic Edge interface for account 'Eight'. The 'Liability Buckets' tab is selected and highlighted with a red box and a red circle labeled '1'. Below the tab, there are sections for 'Prebilled', 'Insurance', and 'Self-Pay'. In the 'Insurance' section, a claim is listed with a 'View Claim' option highlighted by a red box and a red circle labeled '2'. A red callout box points to this option with the text 'Click on Claim and select "View Claim"'. A tooltip for 'View Claim' is visible, showing options like 'Copy Invoice', 'View Claim', and 'View All Claims (2)'. The 'View Claim' option is also highlighted with a red box.

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

The screenshot shows the 'Paper Image' view of a UB-04 claim. The 'Paper Image' tab is selected and highlighted with a red box and a red circle labeled '1'. The claim details are displayed, including patient information, admission dates, and charges. A red callout box points to the 'Print' button in the bottom right corner with the text 'Right Click and select Print'. The 'Print' button is highlighted with a red box and a red circle labeled '2'. The claim details include: Patient Name: HPSPCRCTROUNDONE EIGHT, Patient Address: BURLINGTON MA 01803, Admission Date: 11/1/2021, Discharge Date: 11/30/2021, and Charges: 0651 HOSPICE SERVICE-ROUTINE T2042UD 110121 1 25000 000.

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.

