**Tufts**Medicine

## 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.

🖷 Hyperspace - TMCAH SCHEDULING - E	Epic Testing - MATHEW S.						
Epic - 👔 Epic User Survey 🏭	I.S. Help 🛃 Home Health Inta	ike 🛃 Hospice Intake 👫	Hospital Account	Registration/ADT Admin	🗸 🛗 Schedule Admin 🤟 👫 Billin	g Admin 🖌 🔎 My R	eports 🍃 Radar A
🗔 🔤 🖷 🌇 Hpscprctround	lone,Eight ×						The state
Eight Hpscprctroundone Female, 54 years, 4/25/1968 MRN: 225164 Acct ID: 63000003	Acct Summary Guar Sum Liability Buckets - C → III List p Prebilled Status	t Summary Guar Summary Report Viewer Doc Review Hosp Tx Inquiry Pro Liability Buckets coverages Claim Info CDI Review Co bility Buckets - 1 of 1 Account $\rightarrow$ II List Account Activities Charge Entry Collect Payment Patient Refund O To $\sim$ Finish of HAR DocPop $\otimes$ Unit C Prebilled Status					
Fin Class: Medicaid	Closed				Click on Clai "View	m and select Claim"	00.00
HOSPICE - EPISODE 11/1/2021 - 11/30/2021	Insurance Hospital UB Claim – Status	FOB 813 – 11/1/2021 - Form	11/30/2021 – Clair Last Clm	n Dates: 11/1/2021	.r 30/2021 Payer		Chgs
HHF Hospice Massachusetts/New Hampshire Parent	1 Created	E-UB	2	Clean Copy Invoice		<u>.</u>	7,500.00
BALANCES Total Pre: 0.00 7,500.00 Ins: 7,500.00 SP: 0.00	Screated			View All Clair	ms (2) View the active claim on the	bucket	Chgs 0.00

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

Account: HPSCPRCTROUNDON	E, EIGHT         Invoice: 63000000302         Payer: MEDICAID         MASSHEALTH         Form: (E) T           at Claim         #ga Claim Actions +         ga Claim Errors         ga Claim Actions +         ga Claim Forms	TH HH & HSPC CEV 837 V5010 I ③ 🖌
Paper Image Electronic Im	ge History	Search Claim Values
Page 1 of 2 🔿	This paper image of an electronic claim is not for submission.	Zoom: 🔎 100 🔎 🖷 🖼
	UB-04 Claim Image	
	NERRIMACK VALLEY HOSPICE MERRIMACK VALLEY HOSPICE         Normality in the second	P P P P P P P P P P P P P P

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

Print	Select your PDF printer, make sure it has from {your computer name}
2 Print Number of Copies	Search
1 · ·	Local Printers
Printer	Microsoft Print to PDF (from IS03L0095) in sessio      Default Local Printer
Click to hide available printers	Beach House Printer (from IS03L0095) in session 15
B () Paper Source:	HP OfficeJet Pro 8710 (from IS03L0095) in session
Remember this printer and tray selection	+ Show more + Show network existence
Settings Print on <u>B</u> oth Sides?	Might have to click "Show
Use Printer Default	not listed
C <u>o</u> llate?	
Yes	
Page Range	
All Custom	
Open Print Previe <u>w</u> <u>C</u> ancel	

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.

Save Print Output As							×
← → ~ ↑ 🗖 → This Po	C > Desktop >			5 V		ttop	
Organize 🔻 New folder						•	0
Pictures Recordings Whiteboards Whiteboards Dobjects Desktop Documents Downloads L (Matt) Music Pictures Wideos	Vame	Status	Date modified	Туре	Size		
File name: TEST Clair	m						Ŷ
Save as type: PDF Docu	ment (*.pdf)						~
∧ Hide Folders				0	Save	Cancel	1